

Meeting Minutes

Board Meeting Title: [Title] **Meeting Chair:** [Name, email, phone]
Meeting Location: [location] **Meeting Scribe:** [Name, email, phone]
Date: [Select Date] **Time:** [Meeting Time]

1. CALL TO ORDER	
2. WELCOME AND INTRODUCTIONS	
3. COMMITTEE LEADER'S COMMENTS	
4. AGENDA ITEMS – SUB-ITEMS	
5. ATTENDEES REMARKS	
6. APPROVAL OF PAST MINUTES	
7. EXECUTIVE DIRECTOR'S REPORT	
8. VOTING REPORTS	
9. MEETING POLICIES	
10. OTHER BUSINESS	
11. BOARD ADJOURNMENT	
12. CONVENE TO CLOSED SESSION	

Board Chair Approval: **[Signature, Date]**

Board Sub-Chair Approval: **[Signature, Date]**