

Sample

Minutes of Board of Directors Meeting

Pursuant to regular notice, dated _____, a meeting of the Board of Directors meeting _____ was held at _____, _____ on _____ at _____.

A quorum of directors attended, as shown by the attached roster. Proxies (if any) were examined and admitted as shown by the attached roster. The meeting was called to order by the meeting's chairman, _____.

The following motion was made by _____ and seconded by _____.

After discussion, a vote was taken, and the motion was passed.

There being no further business to come before the meeting, the same was adjourned.

Dated: _____

Secretary

Attest: President