US Board Meeting Minutes Template

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Platform (if virtual): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attendees:

- [Name 1]

- [Name 2]

- [Name 3]

Absentees:

- [Name 1]

1. Call to Order

Meeting was called to order at [Time] by [Chair Name]. Quorum confirmed.

2. Approval of Previous Minutes

Motion to approve the minutes of [Previous Date]. Motion by [Name], seconded by [Name]. Motion carried.

3. Reports

- Treasurer’s Report: [Summary]

- Executive Director’s Report: [Summary]

4. New Business

- [Topic and Discussion Summary]

5. Conflict of Interest Disclosures

[Disclosure Details]

6. Next Meeting

Scheduled for [Date and Time].

7. Adjournment

Meeting adjourned at [Time].

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_