

Board Meeting Minutes Template

A clean minutes format your secretary can reuse every month – motions, votes, and action items included.

Organization

Meeting date, time, and location

Called to order by

Minutes recorded by

Attendance

Board members present

Board members absent

Guests

Approval of previous minutes

Motion by / seconded by

Corrections (if any)

Result

Officer and committee reports

Report	Key points	Action needed
Treasurer		
Membership		
Service / programs		
Fundraising		

Report	Key points	Action needed
Other		

Old business

Item and discussion summary

Motion (exact wording), moved by / seconded by

Vote result

New business

Item and discussion summary

Motion (exact wording), moved by / seconded by

Vote result

Action items

Action	Owner	Due

Closing

Announcements

Next meeting date and location

Adjourned at (time), motion by

Secretary signature and date

Approved on (date)

Tip. Minutes record decisions, not debates. Summarize discussion in a sentence or two; never attribute opinions to individual members unless they request it.