Formal Board Meeting

Project: @note
Attendees: @user
Date: /today

1. CALL TO ORDER/OPENING REMARK

The time that the meeting was called to order and by whom.

Any opening remarks summarized here.

2. APPROVAL OF THE MINUTES FROM (DATE)

You need a motion to approve the prior meeting's minutes.

Motion: To approve the minutes of (DATE) as circulated (or AMENDED) Motion

By: Name of person (FIRST & LAST) who made the motion

Seconded By: Name of the person (FIRST & LAST)) who seconded the motion

Carried or Defeated

3. ADDITIONS TO THE AGENDA

If there are additions to the agenda or requests for the next meeting's agenda, these would be bulleted here.

4. APPROVAL OF THE AGENDA

Motion: to approve the agenda as circulated (or AMENDED)

Motion By: name of person (FIRST & LAST) who made the motion

Seconded By: name of person (FIRST & LAST) who made the motion Carried or Defeated

5. BUSINESS FROM THE PREVIOUS MEETING

Any items from the previous meeting that need to be discussed further