

# Meeting Minutes



## Why Meeting Minutes?

Meeting minutes serve as the official record of board actions and decisions. It is essential to capture all key details accurately including attendance and board action. Ideal board meeting minutes support effective decision-making and provide a vital reference for future governance.



## Meeting Minutes Sample

<b>Date, Time and Location</b>	October 16 2025 at 2pm via Zoom
<b>Attendance and Quorum</b>	<u>Board members present (and quorum status):</u> <u>Absent board members:</u> <u>Other attendees:</u>
<b>Agenda Items and Discussions</b>	<u>Call to order:</u> <u>Approval of Previous Minutes:</u> <u>Reports and Presentations:</u> <u>Action items:</u>
<b>Closing</b>	<u>Time of Adjournment:</u> <u>Next Meeting Date and Time:</u> <u>Signatures:</u>

