

# TEMPLATES FOR BOARD MEETING MINUTES

The simplest place to begin is with past minutes, if you have them, and follow the format. A public company may have a required format to follow. If there are no past minutes, or if you want to change the format, there are two commonly-used models to consider.

The first one is to take the agenda and simply type the information after each item. This is an abbreviated example:

## MEMBERSHIP COMMUNITY ASSOCIATION

Board of Directors Monthly Meeting  
Monday 23 January 2023 – 6:30pm  
*In-Person at [LOCATION] and via Zoom*

### MINUTES

- I. **Call to order and attendance.** [TIME]
  - A. **Board Members Attending:**
  - B. **Management and Staff:**
  - C. **Members of the Community:**
- II. **Review/Acceptance of November 2022 Board Meeting Minutes.**  
**NOTE: There was no meeting in December 2022.**  
[Name1] moved, [Name2] seconded, to approve. All ayes.
- III. **Community Member Comments and Questions [as needed, if any are in attendance]**
  - A. Member A asked a question about.... The Board responded by assigning Action to .....
  - B. Member B suggested that..... The Manager took an Action to investigate options.
- IV. **Manager's Report:**
  - A. Review of table of Action Items from previous meetings.
  - B. Topic being addressed.
  - C. Another topic being addressed.
- V. **Staff Report:**
  - A. Review of table of Action Items from previous meetings.
  - B. Specific item status report.
  - C. Another item specific status report.
  - D. New Action Item raised.
- VI. **Financial Report & Audit Status**
  - A. Audit.
  - B. Tax Returns.
  - C. Six-month budget review from Treasurer.
  - D. 2023-2024 Budget – Need to start calculating and creating.
- VII. **Old Business**
  - A. Item
  - B. Item

**VIII. New Business**

**IX. Correspondence** (attached to Agenda) – *if any*

Open portion of meeting closed at **[TIME]**

**X. Executive Session**

- A. Health Insurance for Staff.
- B. Delinquencies/Late Fees/Collections.
- C. Legal Update.
- D. Audit or Tax Returns - details
- E. Financial Items - details
- F. Violations of Community Rules (if any)
- G. Addressing Correspondence/Hearings/Decisions

**XI. Adjournment** - [Name3] moved, [Name4] seconded, all ayes.

**[TIME]**

The second is to use a chart, which is attached to this summary.

Whichever version you use, there are a few things to remember:

1. Keep It Short – remember that these are public documents. You may have an “internal” version that records discussion points, but the official version of the minutes should be very brief.
2. Who Attended and How? – These days, with all-virtual or hybrid meetings, you should indicate whether it was held in person, all-virtual, or hybrid, and who attended by what method. As shown in the examples, breaking down the attendees by role should also be done, and indicate if somebody attends in dual (Director *and* Officer, for example) roles.
3. Voting – if the vote is unanimous, you can state that “all present approved”. If the vote is divided in any way, you need to indicate how the votes were made: “Board members Able, Baker, Charles, and Delta voted in favor; Board member Edgar voted against; and Board member Fox abstained.” You should also note if any board member recuses him/her/themselves from the vote, or abstained due to a potential conflict of interest.
4. Open Discussion – if you have time for open discussion by members, shareholders, or other attendees, be sure to get all the details of the person speaking. “Greta Gable, member at large, asked the Board....” or “Henry Harrison, shareholder, expressed concern....” If a Board member speaks in their role as a member, shareholder, or other non-Board role, you should indicate that clearly in the minutes. “Charlie Charles, speaking as a member of the community, asked the Board....”
5. Executive Session – this is where sensitive items are discussed. As a rule, in the Board minutes only the decision should be recorded. “Staff salaries for the coming year were reviewed. Board approved proposed increases in salary for all staff by a unanimous vote.” “Letter of complaint from attorney for community member was reviewed and referred to Board’s outside counsel for response.”
6. Be sure to note whether the previous meeting did not occur (in the example above, the December monthly meeting was skipped) or if the meeting is a special meeting. These can be called to address specific items which are urgent; to develop the budget; or for other reasons as permitted by local statute or the organization’s documents.

# SAMPLE BOARD MEETING MINUTES

## QUARTERLY BOARD MEETING MINUTES

Meeting Date: **February 20, 2021 – 5:00pm**

Meeting Location: Zoom conference call.

Board Members Attending:

Board Members Unable to Attend:

Agenda Item	Discussion	Action Items / Assignment
Welcome and Introductions		
Roll Call to establish a quorum.	A quorum was achieved at [TIME]	
Review of draft Meeting Minutes for October 24, 2022.	<ul style="list-style-type: none"> <li>Correction presented – {PERSON's} name was misspelled in the draft meeting minutes.</li> <li>[Board1] motioned to approve the Minutes for the October 24, 2021, Quarterly Board Meeting with that one spelling correction. [Board2] seconded the motion. Motion was adopted unanimously.</li> </ul>	
Treasurer's Report	<i>Summary of finances</i>	
President's Update	<ul style="list-style-type: none"> <li>ITEM</li> <li>ITEM</li> <li>ITEM</li> <li>ITEM</li> <li>ITEM</li> <li>ITEM</li> <li>ITEM</li> <li>ITEM</li> </ul>	<p>[Board3] will [ACTION] by [DATE]</p> <p>[Board2] will [ACTION] and report to the rest of the Board. [Board 1] will [ACTION] ditto.</p> <p>President will [ACTION]</p>
Activity Report	<ul style="list-style-type: none"> <li>Event Summary</li> <li>Planning Status for next Event</li> </ul>	
Secretary to the Board will query members for a convenient date for the next quarterly board meeting, to occur in May/June 2022.		

The meeting was adjourned at [TIME]

Respectfully submitted [DATE].

[NAME]

Board Secretary