**BOARD MEETING**

**[Organization Name]**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

**Last meeting decision:**

* [Decision]
* [Decision]
* [Decision]
* [Decision]
* [Decision]
* [Decision]

**Attendees:**

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

[Name]

**Action Items:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Assigned To** | **Deadline** | **Status** |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |
| [Task Name] | [Name] | [Date] | In progress Complete |

**Announcements:**

* [Announcement]
* [Announcement]
* [Announcement]
* [Announcement]

**Adjournment:**

The meeting was adjourned at [Time] by [Name of Chairperson].

Respectfully submitted by: [Name] and [Title of Meeting Secretary]