

Sample Board Minutes

XYZ ORGANIZATION

A meeting of the Board of Directors of XYZ was held by phone pursuant to the Article I, Section 1.7 of the Bylaws. The meeting was called to order. The number of board members present established a quorum pursuant to Article I, Section 1.4 of the Bylaws.

PRESENT

Jane Doe, Board Chair, Fred Smith, Executive Director, Don Green, Susan Hunt, Sarah Potts and Amy Lee met by phone.

WELCOME

Jane welcomed board members.

MINUTES

The minutes from the May 7, 2021 meeting were approved.

BOARD BUSINESS

Jane encouraged the board to review governing documents. The board will sign and return the Conflict-of-Interest Form. Torte training forthcoming.

BOARD MEMBERS

Don provided information on potential board member Peggy Mitchell. Potential Board Members were discussed.

OFFICER ELECTION AND BOARD COMMITTEES

Officer election and board committees were reviewed. RESOLVED: the board of XYZ votes to approve the Officer Election and Board Committees. The motion passed.

EXECUTIVE DIRECTOR REPORT

The Executive Director report was presented. _____ partnership was discussed.

SPEAKING ENGAGEMENT POLICY

Fred's speaking engagement policy was discussed.