



# 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 at [TIME] on [DATE]. 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.

## PRAYER

Jane opened in prayer.

## MINUTES

The minutes from the May 8, 2023 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.

## CEO REPORT

The CEO report was presented.  
\_\_\_\_\_ partnership was discussed.

## SPEAKING ENGAGEMENT POLICY

Fred's speaking engagement policy was discussed.

## FALL MEETINGS

Fall state of XYZ (Investor's update), Mozer's house, Tuesday October 2.  
September X, XYZ Organization leaders' lunch meeting.  
October 9, optional \_\_\_\_\_ training.

## AMY LEE

Amy Lee was thanked for over 14 years of service on the board.

There being no further business to discuss, the meeting was adjourned. The next meeting will be Monday, September 24, 2021.

Respectfully submitted,

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Jane Doe, Board Chair

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Don Green, Secretary