INSERT FACILITY OR SOCIETY NAME HERE

**[SOCIETY NAME] BOARD MEETING MINUTES**

Minutes of the [NAME OF SOCIETY]Board of Directors [REGULAR] or [TELECONFERENCE] Meeting held [DATE] at [LOCATION] or [TIME IF TELECONFERENCE].

**PRESENT:**

[NAMES OF DIRECTORS]

**GUESTS:**

[NAMES OF GUESTS]

**SECRETARY:**

[NAME]

**OPENING**

* + 1. **Call to Order**

Chair [NAME] called the meeting to order at [TIME] and declared the meeting to be duly called and regularly constituted.

* + 1. **Meeting Procedures**

**2.1 Approval of Agenda**

*Distributed material: Draft Agenda [NAME OF SOCIETY]**Board Meeting scheduled [DATE]*

[ANY APPLICABLE TEXT]

**It was MOVED and SECONDED**

That the agenda for the [NAME OF SOCIETY]Board of Directors of meeting scheduled [DATE] be adopted as circulated or with amendment to...

**CARRIED**

**2.2 Opening Remarks**

Chair [NAME]........

* + 1. **Unanimous Consent Agenda**

**3.1 Board Meeting Minutes of [date]**

**3.2 Action Item List of Board Meeting [date]**

**3.3 [Description of any other items; e.g., reports]**

*Distributed material:*

* *Draft Minutes of the [name of society]**Board of Directors [regular] or [teleconference] Meeting held [date], Board Status of Outstanding Action Items, [other items]*

**It was MOVED and SECONDED**

That the [NAME OF SOCIETY]Board of Directors adopt the consent agenda, approving the Board meeting minutes as presented receiving the reports for information.

**CARRIED**

* + 1. **Business Arising from Previous Minutes**

**[AGENDA ITEM NAME]**

Chair [name]...

* + 1. **Other Business**

Chair [Name]...

* + 1. **Next Meeting Date**

The next meeting date is scheduled for ...

* + 1. **Conclusion**

The [NAME OF SOCIETY]Board of Directors [REGULAR] or [TELECONFERENCE] Meeting held [DATE] concluded at [TIME].

\*\*\*\*\*

This is a true and correct copy of the [REGULAR] or [TELECONFERENCE] Meeting of the Board of Directors of [NAME OF SOCIETY]Board held [DATE OF MEETING] as approved by the Board on [DATE OF MEETING]and incorporates any and all corrections made at the time of adoption.

Chair, [NAME].