

**Meeting Minder**

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Board Members Present:

Board Members Absent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Guests Present:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Quorum Present: \_\_\_\_ No / \_\_\_\_ Yes

Special Meeting? \_\_\_\_ No / \_\_\_\_ Yes

Objections to meeting: \_\_\_\_ No / \_\_\_\_ Yes: Person objecting:

\_\_\_\_\_

**Resolution 1:** \_\_\_\_\_

\_\_\_\_\_

Made by: \_\_\_\_\_

Seconded? \_\_\_\_ No / \_\_\_\_ Yes

Passed? \_\_\_\_ No / \_\_\_\_ Yes

Voting in Favor: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution 2:** \_\_\_\_\_

\_\_\_\_\_

Made by: \_\_\_\_\_

Seconded? \_\_\_\_ No / \_\_\_\_ Yes

Passed? \_\_\_\_ No / \_\_\_\_ Yes

Voting in Favor: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution 3:** \_\_\_\_\_

\_\_\_\_\_

Made by: \_\_\_\_\_

Seconded? \_\_\_\_ No / \_\_\_\_ Yes

Passed? \_\_\_\_ No / \_\_\_\_ Yes

Voting in Favor: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution 4:** \_\_\_\_\_

\_\_\_\_\_

Made by: \_\_\_\_\_

Seconded? \_\_\_\_ No / \_\_\_\_ Yes

Passed? \_\_\_\_ No / \_\_\_\_ Yes

Voting in Favor: \_\_\_\_\_

Voting Against: \_\_\_\_\_

Adjournment time: \_\_\_\_\_

Meeting to be continued? \_\_\_\_ No / \_\_\_\_ Yes

Location of adjourned meeting: \_\_\_\_\_