| **Board Meeting Minutes** | **Date:** |  |
| --- | --- | --- |
| **Meeting Called to Order By:** |  |
| **Type Of Meeting** |  | **Quorum Met:** |  |
| **Board Member Attendees** |  |
| **Board Members Absent** |  |
| **Staff Attendees** |  |
| **Guest Attendees** |  |
| **Agenda Topics** |
| **Topic 1:**  |  | **Presenter** |  |
| **Discussion** |  |
| **Conclusions** |  |
| **Action**  | **Person Responsible** | **Outcome** |
|  |  | Yea: | Nay: | Abstain: |
|  |  |
| **Topic 2:**  |  | **Presenter** |  |
| **Discussion** |  |
| **Conclusions** |  |
| **Action**  | **Person Responsible** | **Outcome** |
|  |  |  |
|  |  |  |
| **Topic 3:**  |  | **Presenter** |  |
| **Discussion** |  |
| **Conclusions** |  |
| **Action**  | **Person Responsible** | **Outcome** |
|  |  |  |
|  |  |  |
| **Board Chair Signature:** | **Board Secretary Signature:** |
|  |  |