MINUTES OF MEETING OF THE BOARD OF DIRECTORS
OF

_____

Type of Meeting:
☐ Regular ☐ Special ☐Annual ☐Executive ☐ Other_____

Date: _____
Time: _____
Location: _____

Was Notice Given? ☐Yes ☐No

Attendees

Board Members Present:
_____
_____
_____

Board Members Absent:_____
_____

Quorum Present? ☐Yes ☐No

Others Present:
_____
_____
_____

Proceedings

Meeting called to order at _____ a.m./p.m. by _____.

(Last month's) meeting minutes were approved.

Agenda Items

Chief Executive's Report

Chief Financial Officer's Report

Other Business

_____
_____
_____
_____
_____
_____
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_____
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_____
_____

Resolutions

_____
_____
_____
_____
_____
_____
_____
_____
_____

Meeting adjourned at _____ a.m./p.m.

Dated:_____

Secretary: _____ _____
Signature Printed Name