

ABC
MINUTES
Board of Directors
Meeting Date:

Date of Approval _____

Call to Order: A regular meeting of the Board of Directors, ABC, was held in [place, city, state] on [date], 200. The meeting convened at :00 A.M. on the first day, Chairman _____ presiding, _____, Secretary. Members of the Board in attendance were [names]. Members not in attendance were [names].

Approval of Minutes: Minutes of the _____ meeting of the ABC Board of Directors were approved as printed and distributed to the members of the board.

Officers Reports:

Other reports: [committee reports belong here]

Unfinished Business:

Section title

Motion: Moved by [name] and seconded that [state motion].

Motion carried. Motion failed.

New Business:

Section title

Motion: Moved by [name] and seconded that [state motion].

Motion carried. Motion failed.

Announcements:

Adjournment: [Date] and the [place, city, state], were fixed as the time and place of the next regular meeting and the [date] meeting was adjourned at [time].

Secretary

Date of Approval