

Meeting minutes template

A clean template for board and member meeting minutes, with motions, votes and action items.

The meeting

Organization _____

Meeting (board, members, annual, special) _____

Date _____

Time started _____

Place or video link _____

Chair _____

Minutes taken by _____

Attendance

Present _____

Absent _____

Guests _____

Quorum needed _____

Quorum present (yes or no) _____

Agenda and last minutes

Agenda approved (yes, or changes) _____

Minutes of **[date]** approved (as written, or with corrections) _____

Treasurer's report

Opening balance _____

Money in _____

Money out _____

Closing balance _____

Report accepted (yes or no) _____

Other reports

Report and who gave it

Report and who gave it

Motions

Motion, word for word	Moved by	Seconded by	For	Against	Abstain	Passed or failed

Action items

What	Who	By when

Next meeting and close

Next meeting date, time and place

Meeting closed at

Signed (secretary)

Date these minutes were approved



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<https://renuzy.com/resources/meeting-minutes-template>