Nonprofit Board Meeting Minutes Template

Minutes for a nonprofit board: quorum, reports, motions and votes, conflicts of interest, and decisions on programs and finances. They are the organization's official record; check your bylaws and local requirements.

Header

Organization	
Meeting type (regular / special / annual)	
Date, time, place	
Called to order at / by	
Chair	
Secretary	

Attendance and quorum

Board members present	
Board members absent	
Staff and guests	
Quorum	__ of __ members present; quorum confirmed: yes / no

Conflict of interest declarations

Consent agenda / approval of previous minutes

Reports

Report	Presented by	Key points
Executive director		
Treasurer / finance		
Committees		

Motions

Motion (exact wording)	Moved / seconded	For / against / abstained	Result

Action items

Action	Responsible	Due date

Next meeting

Adjournment

Adjourned at ____.

Approval

Secretary: _____ Date: _____ Approved by the board on: _____

How to fill it in

- **Record what was done, not everything that was said.** Motions and results word for word, discussion briefly.
- **Quorum from the member list,** entered by hand.
- **Conflicts of interest** are recorded with the member's abstention on that item.
- **Financial figures only as presented;** attach the report rather than retyping it.
- **Draft until approved** by the board at the next meeting.