

Affiliate Board Meeting Agenda and Minutes Template

- Date:
- Location:

Board Members

First Name Last Name

Present

List all board members here

Mark board members in attendance as present

1. Welcome

2. Call to order

- By:
- Time:

3. Approval of minutes

- Discussion/Comments
- Motion to approve:
- Second:

4. Treasurer's report/financials

- Discussion/Comments
- Motion to approve:
- Second:

5. Committee updates

Submit report prior to meeting

- Discussion/Comments

Old/unfinished business

List old/unfinished business items

- Discussion/Comments

6. New business

7. Board bylaw review

8. Important dates and announcements

9. President and/or coordinator report

11. Adjourn

- Motion to adjourn:
- Second:

Next Meeting

- Time:
- Date:
- Location: