**Meeting Minutes and Board Votes Template**

**Meeting Information**

* **Date:** [Insert Meeting Date]
* **Time:** [Insert Meeting Time]
* **Location:** [Insert Meeting Location or Virtual Platform]

**Attendees**

* [List of attendees present]
* [List of absentees]

**Agenda**

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]
	* [Subpoint or Discussion]

**Minutes**

**Opening**

* The meeting was called to order at [Insert Start Time] by [Chairperson's Name].
* Roll call was conducted, and a quorum was established/not established.

**Approval of Previous Minutes**

* The minutes of the previous meeting held on [Insert Previous Meeting Date] were reviewed and approved/amended.

**Reports**

* **Chairperson's Report:** [Summary of Chairperson's Report]
* **Treasurer's Report:** [Summary of Treasurer's Report]
* **Committee Reports:**
	+ [Committee 1] [Summary of Committee 1 Report]
	+ [Committee 2] [Summary of Committee 2 Report]

**Old Business**

* [Discuss any unfinished business from previous meetings]

**New Business**

1. [Agenda Item 1]
	* [Discussion Points]
	* [Motions and Seconds]
	* [Vote Results]
2. [Agenda Item 2]
	* [Discussion Points]
	* [Motions and Seconds]
	* [Vote Results]
3. [Agenda Item 3]
	* [Discussion Points]
	* [Motions and Seconds]
	* [Vote Results]

**Other Announcements**

* [Any relevant announcements or updates]

**Next Meeting**

* The next meeting is scheduled for [Insert Next Meeting Date] at [Insert Next Meeting Time and Location or Virtual Platform].

**Board Votes**

**Motion: [Specify the motion]**

* **Moved by:** [Name of Board Member]
* **Seconded by:** [Name of Board Member]
* **Vote:**
	+ In favor: [List of members in favor]
	+ Against: [List of members against]
	+ Abstentions: [List of members abstaining]
* **Result:** [Motion Passed/Failed]

**Motion: [Specify the motion]**

* **Moved by:** [Name of Board Member]
* **Seconded by:** [Name of Board Member]
* **Vote:**
	+ In favor: [List of members in favor]
	+ Against: [List of members against]
	+ Abstentions: [List of members abstaining]
* **Result:** [Motion Passed/Failed]

**Adjournment**

* The meeting was adjourned at [Insert End Time].