

NONPROFIT ORGANIZATION MEETING MINUTES

Organization Name: _____ Meeting Location: _____

Meeting Type: _____ Time Started: _____

Attendees:

Board Members Present: _____

Board Members Absent: _____

Other Attendees (Guests, Staff): _____

Call to Order:

The meeting was called to order by the Chairperson at the stated time.

Approval of Previous Meeting Minutes:

The minutes of the previous meeting were reviewed and approved as distributed.

Reports:

President's Report:

Summary of major activities and updates relevant to the nonprofit organization.

Treasurer's Report:

Presentation of financial statements, account balances, and budget status.

Committee Reports:

Updates from standing and special committees on their activities and plans.

Old Business:

Discussion and updates on unresolved matters from previous meetings including ongoing projects, follow-up actions, and pending decisions.

New Business:

Introduction and discussion of new topics, proposals, motions, or issues raised during the meeting for consideration and decision.

Motions and Resolutions:

Record of all motions made, the names of the members who made and seconded them, the outcomes of votes, and any resolutions passed as a result.

Announcements:

Important announcements, upcoming events, deadlines, and other noteworthy items shared with attendees.

Adjournment:

The meeting was adjourned at the specified time by the Chairperson, with thanks to attendees.

Minutes Prepared By: _____

Position/Title: _____

Approved By: _____

Position/Title: _____

SECRETARY'S SIGNATURE

CHAIRPERSON'S SIGNATURE

Signature: _____

Signature: _____

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