

Board Meeting Minutes

Name of Community Foundation or Education Foundation:

Name of board member submitting minutes:

Date:

Board members present:

Board members absent:

Meeting called to order by:

Approval of agenda: motion to approve by _____, seconded by _____

Approval of prior meeting's minutes: motion to approve by _____, seconded by _____

Treasurer's report:

Approval of Treasurer's report: motion to approve by _____, seconded by _____

Approval of expenses (*include motions(s) to approve payment to "payee" from "Operating Fund" and who made the motion(s) and who seconded the motion(s):*

Committee reports/updates about unfinished business:

1. Motion(s) approved related to reports and updates(*include motion(s) and who made the motion and who seconded the motion(s):*

New business:

1. Motion(s) approved related to new business (include motion(s) and who made the motion and who seconded the motion(s)):

Expense approvals related to updates or new business that have not already been discussed (*include motions(s) to approve payment to "payee" from "Operating Fund" and who made the motion(s) and who seconded the motion(s):*

Requests/action items for SWIF (*if requesting a fund transfer, include Motions to approve transfer from "name of fund" to "name of fund" and who made the motion and who seconded the motion):*

Other notes/discussion items:

Adjourn

Next meeting date, time and location: