

Board of Directors Minutes Template

JA Company: _____ Date: _____

President or presiding officer: _____

Minutes recorded by: _____ Number of members present: _____

Call to Order: The meeting was called to order at _____ (time).

Approval of Minutes: The Human Resources representative reads the minutes from the previous board of directors meeting.

_____ Minutes were approved _____ Approved with corrections

Corrections: _____

Old Business: (unfinished business from previous meeting) _____

New Business: _____

Officer and Department Reports

- President
- VP of Production
- VP of Marketing
- VP of Finance
- VP of Human Resources
- VP of Public Relations

Summary: _____

Adjournment: The meeting was adjourned at _____ (time).

NOTE: The minutes template is designed to be used as a guide through the meeting. You will need additional space for recording “motions,” “seconds,” and department reports. You may want to take company minutes on blank sheets of paper, then transfer the minutes to this template.