

**The Organization Name – Meeting Minutes (from www.BoardsThatExcel.com)**

**MISSION STATEMENT:**

Meeting:

Location, Date and Time:

Members:

Guests:

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION/FOLLOW-UP</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
<b>I. Call to order</b>				N/A
<b>II. Approve Minutes</b>				
<b>III. Old Business</b>				
<b>IV. New Business</b>				
<b>V. Other and Adjournment</b>				