



SECTION: THREE

# Minutes and Agendas



## Overview

A nonprofit organization must keep correct and complete records of the actions of its governing board and committees at its principal or registered office. The records should be kept for a minimum of three years after the end of the fiscal year. Minutes of board meetings and committees should be kept in this notebook or another corporate record book.

### Sample Minutes of the Board of Directors of ABC Corporation

**I. Date of Meeting:**

**II. Place:** [Insert location of meeting], Texas

**III. Attendance and Quorum**

The following directors were present at the meeting, and their attendance constitutes a quorum:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Also present were: [Insert names of others present at meeting and titles, if any].

**IV. Business**

[Insert here a record of matters discussed at the meeting. For any votes taken on matters, insert the names of persons voting for and against the transaction.]

**V. Adjournment**

On a motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the meeting was adjourned. The next meeting will be called by the Chair in accordance with the bylaws.

\_\_\_\_\_  
Secretary

**VI. Approval of Minutes**

The above minutes were approved by a majority of board members at a board meeting held on \_\_\_\_\_, at which a quorum was present.

\_\_\_\_\_  
Secretary

## Sample Agenda of the Board of Director's Meeting

Date: \_\_\_\_\_

Place: \_\_\_\_\_

- I. Call to Order
- II. Introductions of Any New Board Members
- III. Roll Call (*note whether a quorum is present*)
- IV. Approval of Minutes  
(*This process is followed for all votes or resolutions*)
  - a. Chair asks for motion and second
  - b. Chair asks for discussion and calls the vote
  - c. Chair notes the result of the vote
- V. Treasurer's Report
- VI. Committee Reports
- VI. Executive Director Report
- VII. Old Business
- VIII. New Business
- IX. Final Announcements/Adjournment