

## 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.