

Board meeting minutes

(Sample format – option 1)

Kiwanis club of	Date:
Board members present:	
Board members absent:	
Quorum present (simple majority): Yes or No	
Guests:	
Roll call	
Secretary's report	
<ul><li>Minutes from previous meeting (officially accepted by the Official correspondence</li></ul>	ne board after review)
Treasurer's report (officially accepted by the board after review	/)

- Administrative and service accounts
- Approval for payments not within the approved annual budget

Membership committee report

- Applications for membership
- Resignations or changes in club roster

Other committee reports

Unfinished business from a previous board meeting

New business

Strategic discussion about areas of concern

**Division business** 

District business

International business

Download this document at www.KiwanisOne.org/cluceretary. Personalize it to reflect your club's board meeting agenda and the space you need to take the minutes.