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

* Minutes from previous meeting (officially accepted by the board after review)
* Official correspondence

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