

Sample Board Meeting Minutes

MINUTES OF THE [NAME] ASSOCIATION BOARD MEETING

Date and Time: Pursuant to Article [number], Section [number] of the [name] Association, a regular meeting of the board was held on [date], at [time] at [location].

Officers and Quorum: Present: President, Mr. A; Secretary, Mrs. P; Directors Mrs. S, Mrs. B, and Mrs. C. Absent: Treasurer, Mr. F. Quorum requirements were met. The president, Mr. A, called the meeting to order at [time].

Minutes: The minutes of the [date] meeting were distributed to all board members and committee chairs one week before the meeting. The following corrections were made:

Page 1, Paragraph 3: change "lien" to "line"

Page 7, Paragraph 4: substitute "review" for "report"

There being no other corrections or additions, Mr. B made a motion to accept the minutes as corrected. The motion was seconded by Mr. F and approved unanimously.

Financial Information: The treasurer asked if there were any questions relating to the annual audit that had been distributed with the agenda. He noted that Resolution 8 provided that copies be made available to all members who submitted a written request for the audit.

Manager's Report: The board had no questions regarding the manager's written report that was furnished with the agenda (attached).

Unfinished Business: A motion was made by Mrs. B and seconded by Mr. F to adopt proposed Resolution 308 (attached) regarding insurance coverage. The motion was approved unanimously. A motion was made by Mr. F and seconded by Mrs. C to table discussion of new playground equipment until all board members were present. The motion was approved unanimously.

New Business: A motion was made by Mrs. C and seconded by Mrs. B that the directors attending the CAI conference be reimbursed for the cost of parking at the airport, pursuant to the existing policy of the board on reimbursement for educational events. The motion was approved. Mr. F voted against the motion.

Adjournment: There being no other business, a motion was made, seconded, and unanimously approved to adjourn the meeting at [time].

Respectfully submitted:

Mrs. P, Secretary

Date