

Action-Oriented Board Meeting Minutes Template

Template Overview:

- **Date of the Meeting:** [Date]
- **Time the Meeting Was Called to Order:** [Time]
- **Location:** [Location]
- **Attendees:** [List of attendees]
- **Absentees:** [List of absentees]
- **Approval of Previous Meeting Minutes:** [Details of approval]
- **Agenda Items:**
 - **Item 1:** [Action items, responsible parties, deadlines]
 - **Item 2:** [Action items, responsible parties, deadlines]
 - ...
- **New Business:**
 - **Item 1:** [Details]
 - ...
- **Action Items Summary:**
 - **Action 1:** [Action details, responsible party, deadline]
 - **Action 2:** [Action details, responsible party, deadline]
 - ...
- **Open Discussion/Public Participation:** [Details]
- **Next Meeting Date and Time:** [Date and Time]
- **Time of Adjournment:** [Time]

Sample Action-Oriented Board Meeting Minutes:

Date of the Meeting: July 15, 2024

Time the Meeting Was Called to Order: 10:00 AM

Location: Main Conference Room

Attendees: John Doe, Jane Smith, Mark Johnson

Absentees: Emily Davis

Approval of Previous Meeting Minutes:

The minutes of the previous meeting held on June 20, 2024, were approved.

Agenda Items:

Item 1: Budget Review

- **Action Items:**
 - **Budget Adjustment Implementation:** John Doe to implement by July 20, 2024.
- **Motions:** Jane Smith moved to approve the budget adjustments. Mark Johnson seconded the motion.
- **Vote Outcome:** The motion was approved unanimously.

Item 2: Upcoming Event Planning

- **Action Items:**
 - **Event Coordination:** Jane Smith to coordinate with the event planning committee and provide updates at the next meeting.
- **Motions:** Mark Johnson moved to approve the event plan as presented. Jane Smith seconded the motion.
- **Vote Outcome:** The motion was approved unanimously.

New Business:

Website Redesign Proposal:

- **Action Items:**
 - **Project Oversight:** Mark Johnson to oversee the website redesign project.
- **Details:** A proposal was made to redesign the organization's website to improve user experience.
- **Motions:** John Doe moved to allocate funds for the website redesign. Jane Smith seconded the motion.
- **Vote Outcome:** The motion was approved unanimously.

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Action Items Summary:

- **Budget Adjustment Implementation:** John Doe to implement by July 20, 2024.
- **Event Coordination:** Jane Smith to coordinate with the event planning committee and provide updates at the next meeting.
- **Project Oversight:** Mark Johnson to oversee the website redesign project.

Open Discussion/Public Participation:

No public participation was recorded.

Next Meeting Date and Time: August 12, 2024, at 10:00 AM

Time of Adjournment: 11:30 AM