

Informal 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:** [Brief discussion summary, decisions]
 - **Item 2:** [Brief discussion summary, decisions]
 - ...
- **New Business:**
 - **Item 1:** [Details]
 - ...
- **Casual Discussion Points:** [Details]
- **Next Meeting Date and Time:** [Date and Time]
- **Time of Adjournment:** [Time]

Sample Informal 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

- **Brief Discussion Summary:** The board reviewed the current budget and made decisions on reallocations.
- **Decisions:** Approved budget adjustments.

Item 2: Upcoming Event Planning

- **Brief Discussion Summary:** The board discussed plans for the upcoming annual fundraising event.
- **Decisions:** Approved event plan as presented.

New Business:

Website Redesign Proposal:

- **Details:** A proposal was made to redesign the organization's website to improve user experience.
- **Decisions:** Approved funds allocation for the website redesign.

Casual Discussion Points:

- Discussed potential new initiatives and future projects.

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