

[Insert Club Name]

Minutes from a Meeting of the Board of Directors

[DATE]

A meeting of the Board of Directors (the “Board”) of [INSERT CLUB NAME] (the “Club”) was held at [INSERT LOCATION] on [DATE].

The following directors were present, constituting a quorum: [NAMES]. [The following invited guests were also present during all or a portion of the meeting: [NAMES]].

[In advance of the meeting, the following materials were distributed to the Board (the “Meeting Materials”): [LIST MATERIALS]]

I. [AGENDA ITEM]

[DESCRIPTION OF AGENDA ITEM]. After discussion, upon a motion duly made and seconded, it was [unanimously]

**RESOLVED, that [RESOLUTION LANGUAGE].**

[[NAME(S) opposed the motion.] [[NAME(S)] abstained from the vote.]

II. [AGENDA ITEM]

III. [AGENDA ITEM]

IV. Adjournment

There being no further business, the meeting was adjourned.

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[NAME]  
[TITLE]