COMPANY NAME

Board Meeting Minutes

Date: DATE

Location: LOCATION

1. Call to order.
2. Chairman’s report.
3. Announcements
   1. ANNOUNCEMENT
4. Adjournment.

List of all members present:

|  |  |
| --- | --- |
| Member Name | Member Role |
| MEMBER NAME | MEMBER ROLE |

The meeting was adjourned by CHAIRPERSON NAME. All proposals were approved unanimously.

Date: DATE

Minutes approved by: CHAIRPERSON NAME