

# Sample Advisory Board Meeting Minutes

## CALL TO ORDER

- (Title of Meeting) was called to order by (First and Last Name) at (Time).
- **Bright Futures Members Present:** insert names
- **Bright Futures Members Absent:** insert names

## APPROVAL OF MINUTES

- Motion to approve the minutes by (First and Last Name).
- (First and Last Name) seconded the motion.
- Include any important discussion from this action or document “no discussion.”
- Vote was unanimous or split (give vote count and who voted each way).

## FINANCIAL REPORT

- (First and Last Name) provided a financial update on the high-needs fund.
- Motion to approve the financial report by (First and Last Name).
- (First and Last Name) seconded the motion.
- Include any important discussion from this action or document “no discussion.”
- Vote was unanimous or split (give vote count and who voted each way).

## UPDATES

- List/explain the updates given by each person who provided an update.

## OLD BUSINESS

- List/explain the discussion, updates, and/or decisions made on each item of old business. (Provide any motion/vote information if necessary.)

## **NEW BUSINESS**

- List/explain the discussion, updates, and/or decisions made on each item of new business. (Provide any motion/vote information if necessary.)

## **GOOD OF THE ORDER**

- Include any other announcements, actions, or discussions as needed.
- Provide any motion/vote information if necessary.

## **ADJOURNMENT**

- Meeting was adjourned by (First and Last Name) at (Time).
- Next meeting will be held (Date, Time, and Location).