

How To Write Up Board Meeting Minutes

A Handy Example from  Community Financials and  community ASSOCIATIONS INSTITUTE

Robert's Rules of Order state that only actions should be recorded in the minutes - not discussion, not opinions, not questions, etc.

SAMPLE MINUTES

**Peaceful Community Association
Board of Directors Meeting
March 2, 2013**

The regular monthly meeting of the board of directors of Peaceful Community Association was called to order at 7:06 p.m. at the Boxwood Recreation Center, Tuesday, March 2, 200X, by the president, Mr. Matthew Dunford. The secretary was present.

A quorum was present with the following directors in attendance: Mr. Matthew Dunford, Ms. Hailey Applegate, Mr. Michael Falvo, Mr. Caleb Robinson, Mr. Ashton Smith, and Mrs. Elizabeth Neill. Association manager, Dylan Bush, also was present.

The following director was absent: Mrs. Hannah Tyler.

The minutes of the February 1, 200X meeting (attached) were approved as written.

The treasurer, Caleb Robinson, discussed the financial report (attached) and responded to questions.

The association manager, Dylan Bush, answered questions regarding the management report (attached) and added to his report the fact that the maintenance building had been broken into, that equipment had been stolen, and that a police report and insurance claim had been filed.

The maintenance committee report was received (attached) and the committee was thanked for its efforts to present a proposal for painting the Boxwood Recreation Center.

Hailey Applegate moved to approve the maintenance committee's recommendation (attached) to contract Professional Paint Company to paint the Boxwood Recreation Center at a cost of \$5,200.00. Motion adopted.

The architectural review committee report was received (attached) and the committee was commended for its work.

It was noted that the recreation committee had not met and there was no report.

SAMPLE MINUTES

The newsletter committee submitted a request for purchase of a desktop publishing program. Hailey Applegate moved to expend \$226.00 for the purchase of a Microsoft Publisher program for use by the newsletter committee. Motion adopted.

Michael Falvo moved to approve the recreation committee's proposal to improve the playground (attached).

After discussion, Hailey Applegate moved to postpone action on the motion until the next board meeting in order to allow time for the committee to provide additional information. Motion adopted.

There being no other business, a motion was made, seconded, and approved to adjourn. The meeting adjourned at 8:26 p.m.

Mrs. Elizabeth Neill, Secretary

Mr. Matthew Dunford, President

Date: _____

Date: _____