Board Meeting Organizer

Date:

Time:

Location:

Directions:

Technology Needs:

Call-in Number/Link:

Meeting Chair:

Note Taker:

Timekeeper:

Materials:

Excused Absences:

Refreshments:

|  |  |
| --- | --- |
| Items | Comments |
| Goals for the meeting: |  |
| Who’s attending: |  |
| Follow-up items from last meeting: |  |
| Agenda topics: [FYI, discussion-only, vote required?] |  |
| Action items |  |
| Key decisions: |  |