**<Chapter> Board Meeting Minutes – <Day, Month DD, YYYY>**  
Location: <Add location>

Attendees: (NOTE: Alphabetical Order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Board Member #1 |  | Board Member #5 |  | Board Member #9 |
|  | Board Member #2 |  | Board Member #6 |  | Board Member #10 |
|  | Board Member #3 |  | Board Member #7 |  |  |
|  | Board Member #4 |  | Board Member #8 |  | Guests: |

(X = Attended; XD = Attended delayed; P = Phone; R = Regrets)

**DECISIONS LOG**

|  |  |
| --- | --- |
| 1/20/18 | D1-18: Appoint Molly and Klazien as Coaching SIG Co-Leads |
| 1/20/18 | D2-18: Chapter events should be overbooked by 15% to account for no-shows |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |

|  |  |
| --- | --- |
| AGENDA | DISCUSSION, DECISIONS & ACTIONS |
|  |  |
| Call to order | Meeting called to order at <insert time> |
| Old business | September Board Minutes: Minutes accepted unanimously as amended.  Board discussed X and decided Y. Motioned and seconded: Passed unanimously. [Decision 29-18] |
| Finance | Chapter continues to be financially stable.  Wild Apricot - Payment system updated to PayPal (non-profit) on September 26. |
| Board Area (linked to a role) | Brief update on discussion, decision(s), and action(s) |
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| Motion to adjourn | Motioned and seconded to adjourn made and carried at <insert time> |