

Nonprofit Organization Meeting Minutes Form Sample

This **nonprofit organization meeting minutes form sample** provides a structured template to accurately document discussions and decisions during board or committee meetings. It ensures clarity and accountability by capturing key information such as attendees, agenda items, motions, and action plans. Utilizing this form helps maintain organized records essential for legal compliance and effective governance.

Meeting Information

Date:	_____
Time:	_____
Location:	_____
Meeting Type:	<input type="checkbox"/> Board Meeting <input type="checkbox"/> Committee Meeting <input type="checkbox"/> Other: _____

Attendance

Name	Role	Present	Absent
_____	Chair	<input type="checkbox"/>	<input type="checkbox"/>
_____	Secretary	<input type="checkbox"/>	<input type="checkbox"/>
_____	Member	<input type="checkbox"/>	<input type="checkbox"/>
_____	Guest	<input type="checkbox"/>	<input type="checkbox"/>

Agenda Overview

1. Call to Order
2. Approval of Previous Minutes
3. Reports
4. Old Business
5. New Business
6. Adjournment

Detailed Discussion & Decisions

Agenda Item	Discussion Summary	Decision / Motion	Responsible Person	Due Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Action Items

Action Item	Assigned To	Due Date
_____	_____	_____
_____	_____	_____

Next Meeting

Date:	_____
Time:	_____
Location:	_____

Secretary Signature & Date

Chair Signature & Date