

BOARD NAME

Meeting Location - Date

Members Present: *(names of all Board members in attendance, as well as any additional people present)*

(Details of who opened the meeting, what was shared, etc.)

Highlights of past ministry year:

- .
- .
- .
- .
- .

Vision, Goals and Action Items for Upcoming Year:

(Using the format below, list any Actions that need to take place and the reason for them.)

- **WHEREAS...** _____, **BE IT RESOVLED** _____
- **WHEREAS...** _____, **BE IT RESOVLED** _____

The term "WHEREAS" is used in the place of "because of" or "reason for." There may be several reasons why we want a certain action and you would precede each reason with the word "WHEREAS". It may be that you have only one reason but want two different actions to take place; hence you would add another resolve which would read, "BE IT FURTHER RESOLVED."

- .
- .
- .
- .
- .

Budgetary requests for _____ (year). *(Please list each out each expense category and amount.)*

Name of person taking minutes