**A picture containing graphics, circle, font, electric blue

Description automatically generatedMinutes of the Board of Directors Meeting**

**Date**:

**Time**:

**Location**: or online via Zoom/Teams

**Board Members Present**:list names and note who was the chair

**Board Members Absent**: list names

**Other attendees**: list names and titles ex. CEO, CFO and who is the recording secretary or minute taker

| Agenda Item | Discussion | Outcome | Tasks/Responsibility |
| --- | --- | --- | --- |
| *Call to order* | Meeting called to order by the chair at 5:00pm |  |  |
| *Approval of the Agenda* | The agenda was reviewed | Motion to approve the agenda as presented: *Motion carried* |  |
| *Approval of minutes from the March 2023 meeting* | The name of a partner organizations was misspelled in the presented minutes but are corrected in the amended version | Motion to approve the minutes as amended: *Motion carried* |  |
| *Assigning board committees* | The board discussed the recommendation for committee structure made by the chair. The proposed structure is:  Governance Committee: person 1, person 2, person 3 as chair  Finance Committee: person 4, person 5, person 6 as chair | Motion to appoint the proposed members to the Governance Committee and the Finance Committee: *Motion carried* | The chairs of the committees will initiate a meeting of their committees by the end of May. |
| *April financial statements* | The board discussed the financial statements as presented | Motion to receive the financial report: *Motion carried* |  |
| *Executive director’s report* | The board discussed the report. In particular discussion was held on the following topics:  New partnership  Key points made were:   * The value of this partnership * Our good relationships * Challenges include staff time   Program update  Staffing | Motion to receive the executive director’s report: *Motion carried*  Motion to approve the new partnership: *Motion carried* | CEO shall prepare the partnership documents for the chair to sign |
| *Fundraising committee report* | The chair of the fundraising committee presented the committee’s report.  A discussion was held regarding the proposal to hire a fundraising consultant | Motion to allocate up to $10,000 for a fundraising consultant: Motion carried | The committee shall develop and issue an RFP for the consultant |
| *(Agenda Item)* |  |  |  |
| *(Agenda Item)* | |  |  |  |
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| *(Agenda Item)* | |  |  |  |
| **Meeting adjourned at:** | | | | |

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Recording Secretary) (Meeting Chair)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_