

**Template for Extension Board Meeting Minutes**

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

**Order of Business**

**1. Meeting called to order by** \_\_\_\_\_

**2. Roll call**

Members present

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Agents present

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Guests present

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**3. Public comment:** \_\_\_\_\_

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**4. Agenda items - additions/deletions/approval**

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**5. Communications** - including the quarterly "Excellence in Board Leadership" newsletter

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**6. Consent Agenda Items** (Reading and approval of previous meeting minutes, treasurer report, out of state travel requests, vacation requests)

A. Motion \_\_\_\_\_

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion passed or failed \_\_\_\_\_

**7. Reports**

A. Program Development Committees

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B. Agents

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C. Special Committee(s)

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**8. Board Leadership Development** (may include Board Leadership modules, review of Excellence in Board Leadership Assessment, or other leadership resources. See [www.ksre.ksu.edu/boardleadership](http://www.ksre.ksu.edu/boardleadership))

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**9. Unfinished Business \***

Motion \_\_\_\_\_

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion passed or failed \_\_\_\_\_

**10. New business \***

A. Motion \_\_\_\_\_

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion passed or failed \_\_\_\_\_

B. Motion \_\_\_\_\_

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion passed or failed \_\_\_\_\_

C. Motion \_\_\_\_\_

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion passed or failed \_\_\_\_\_

D. Motion \_\_\_\_\_

Motion made by \_\_\_\_\_

Seconded by \_\_\_\_\_

Motion passed or failed \_\_\_\_\_

**11. Announcements**

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**12. Adjournment**

\* From *"Duties of the Secretary of the Extension Board"* - A record of the votes on motions should be kept, with the votes recorded so that those reading the minutes will know who voted for and against the motion. If everyone votes in favor of a motion, record that the motion carried unanimously. If the vote is mixed with some for the motion and some voting against, record the vote as motion carried with seven affirmative votes and two no votes with "Joe Smith" and "John Doe" voting no. Any abstaining votes should be recorded, noting the name of the member abstaining. Any abstaining vote is considered a "no" vote.