
Template for Extension Board Meeting Minutes

Date _____ Time _____

Location _____

Order of Business

1. Meeting called to order by _____

2. Roll call

Members present

Agents present

Guests present

3. Public comment: _____

4. Agenda items - additions/deletions/approval

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

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

B. Agents

C. Special Committee(s)

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

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

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.