**(*ORGANIZATION’S NAME*)**

Minutes for the October 15, 2009 meeting at the DBI 3rd Year classroom.

**ATTENDANCE**

(*Everyone who is at the meeting must be mentioned in the attendance along with their position and contact information*.)

**OPENING**

(*State who opened the meeting (the Chair), at what time, and any other details, such as h explanation for the absence of people.*

*EXAMPLE: John Johnson opened the meeting at 11:15 am. Introductions were made around the table. Emily Dickinson was absent because she was at a book signing*.)

**MINUTES OF THE PREVIOUS MEETING**

(*The minutes of the previous meeting should be read, Any changes or errors should be noted. The minutes have to be approve by the table.*

*EXAMPLE: Samuel commented that it was him that met David first and not Saul as it was reported in the minutes. The minutes were approved with that amendment.)*

**REPORTS**

(*Every executive member, chair of a committee should have the opportunity to report here on what they or their committee has been up to.*)

**President's Report**

*EXAMPLE: The President gave a summary of the corporation's activities since the time of the previous meeting of the board of directors. This was followed by a general discussion of the affairs of the corporation.*

**Financial Report**

*EXAMPLE: The Treasurer, assisted by the Corporation's staff financial officer, gave a overview of the of the Corporation's position.*

**UNFINISHED BUSINESS**

**Church Construction**

*EXAMPLE: The discussion of ship construction was continued. The board decided to increase the size of the planned construction. Chair John Johnson cautioned that planning too small was more dangerous than planning too big.*

**NEW BUSINESS**

**RESOLUTION  
Adoption of Minutes**

Upon a properly made and seconded Motion it was unanimously RESOLVED to adopt the minutes of the board of directors meeting held on October 13, 2009.

**FUTURE BUSINESS**

(*This is a place to remind people of: conversations that were tabled until next time, possible agendas for upcoming meetings, assignments that board members have taken on.*)

**Adjournment**

Upon a properly made and seconded Motion, it was unanimously resolved to adjourn the meeting.

**Certification of Secretary**

I hereby certify that these are a true and correct copy of the "minutes" that were adopted by the board of directors of this Corporation on \_\_\_\_\_\_\_\_\_\_, 200\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Secretary

**SIGN IN SHEET**

**Date of Meeting \_\_\_\_\_\_\_\_\_\_**

Matthew Derocher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rachel Kielas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marsha Reynolds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meshak Kabwa\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billy McCalip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jeff McLain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heather Worcester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_