**SAMPLE NON-PROFIT MEETING MINUTES FOR**

**THE GENERAL FOUNDATION**

**I. MEETING DETAILS**

Meeting Leader: Robert Page, President

Secretary: Penny Carter

Date: January 6th, 2020

Time: 8:30 AM EST

Location: Foundation Center Building, Conference Room A

Street Address: 9000 NW 8th ST.

City: Jacksonville State: Florida Zip: 00011-0009

**II. ATTENDEES**.

Quorum **confirmed** with the following eight (8) members in attendance:

* Robert Page, President;
* Penny Carter, Secretary;
* Frank Cone;
* Jennifer Lowe;
* Stan Smith;
* James Stevens;
* Jane Yale;
* Howard Stanley.

**III. ABSENCES**.

Two (2) notable absences:

* Xavier Cole (excused);
* Stanley Francisco (excused).

**IV. CALL TO ORDER**.

**Meeting called to order by President Page – Mrs. Carter – 8:35 AM EST**

Distribution of prior meeting minutes – Mrs. Carter – 8:38 AM EST

Meeting Agenda distributed to members for approval – Mrs. Carter – 8:40 AM EST

The attendees **approved current agenda unanimously** without any motions to amend, change, or otherwise alter the items.

**V. OLD BUSINESS**.

Selection of a new spokesperson for our foundation – President Page – 8:45 AM

The attendees discussed the election of spokesperson, as Ms. Johnson stepped down last month.

(cont. next page)

Vote held by all attendees: Resolution passed 7-1.

**Members vote Jennifer Lowe as interim Spokesperson.**

**VI. NEW BUSINESS**.

Reviewing and approving annual financial reports – President Page – 9:20 AM

Members from each branch reviewed financial reports for approval. Discussion over 2019 numbers soon followed.

**All financial statements were approved and submitted unanimously – 9:50 AM**

**VII. OTHER ITEMS**.

Round-robin discussion for all members – All attendees – 10:00 AM

In no particular order, all attendees shared input regarding upcoming vision for the organization’s plans in 2020.

New priorities were set and agreed upon – All attendees – 11:15 AM

**VIII. ADJOURNMENT**.

**Meeting minutes approved unanimously by all attendees – Mrs. Carter – 11:30 AM EST**

 **Meeting adjourned by President Page – Mrs. Carter – 11:35 AM EST**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: Robert Page­

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: Penny Carter­

