

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.

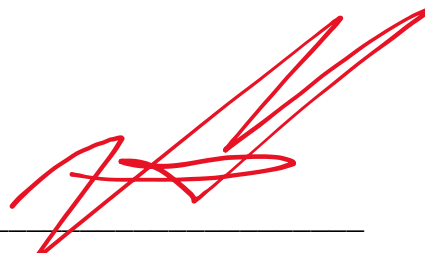
New priorities were set and agreed upon – All attendees – 11:15 AM

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