

XXX Cluster Association

Minutes for ____, 200_ Meeting

Date: __/__/200_

Location: _____'s house (#xxxx)

Time: _____

Attendance: xxx (chair,V), xxx (secretary, V), xxx (V), xxx, xxx (V), xxx.

4 of the 6 directors were present (indicated by V [for voting] above), which constitutes a quorum.

Below, *A* denotes an action item

1. Opening remarks.

Board chair xxx welcomed everyone. ...

2. Approval of the minutes from the previous meeting

The minutes of the previous meeting were adopted as circulated [or with the following changes ...]. *Vote goes here* [Votes can be recorded in a number of ways: unanimous, without objection, with objection, 3/0/1/2/6 where 3 voted for the motion, 0 voted against, 2 abstained, 2 were absent, thereby accounting for all eligible voters, in this case 6.]

3. Adoption of the agenda.

The agenda was adopted as published.
Several items were added to xx, "Other Business"...

4. Status of action items

[Provide a cumulative list of all action items from previous meetings that were still open as at the end of the previous meeting. You might wish to indicate when each action item was first assigned, as this tells everyone if it's "long overdue". If you don't record and follow-up with action items in writing, you're likely to get different recollections about who agreed to do what, and by when. It clearly shows members what they need/agreed to do and it shows there is a way to hold people accountable. Examples follow.]

4.1 xxx will look at covering the bolts on the playground equipment. DONE

4.2 xxx to revise the budget to show monthly savings as a result of the new trash contract. OPEN

4.3 xxx will look into getting the cluster sign repainted. WITHDRAWN

4.4 xxx will circulate the draft of the newsletter to the board for approval before distributing.
DONE

5. Owner forum

6. Agenda item goes here

Record a summary of the discussion here.

A xxx will look at the budget to see if we can afford both options 2) and 3).

If agreement is reached by consensus then say “The board agreed unanimously to ...” If there were dissenters, record the motion and its mover and seconder, and the vote.

7. ...

8. Agenda item goes here

9. Any other business

10. Agenda items for the next meeting

11. Next meeting date/location

12. Thank the meeting host

13. Executive session

[Minutes for this should be kept separate and should not be distributed to the membership at large.]

14. Adjournment

[If the agenda was revised, add a copy of the final agenda here.]