



Sample Minutes

CPR Church Leader's Box

Sample Church Board Meeting Minutes

Date:

In Attendance:

1. Status of Minutes from Previous Meetings

1.1. Date-Approved

1.2. Date-Amended and Approved

2. Old Business

2.1. Issue A

a) New Information

b) Action/Decision Taken

2.2. Tabled Items

3. New Business

3.1. Issue A

a) Summary of Issue

b) Action/Decision Taken

c) Assignments for next meeting on this issue

3.2. Tabled Items

4. Reports - Attached

5. Assignments (10 minutes)

5.1. Make clear what each board member has agreed to accomplish before the next meeting.

5.2. A graphical organizer can be helpful:

| Assignment | Person Responsible | Target Date | Status |
|------------|--------------------|-------------|--------|
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