



Kiwanis®

Board meeting minutes (Sample format – option 1)

Kiwanis club of _____

Date: _____

Board members present:

Board members absent:

Quorum present (simple majority): Yes or No

Guests:

Roll call

Secretary's report

- Minutes from previous meeting (officially accepted by the board after review)
- Official correspondence

Treasurer's report (officially accepted by the board after review)

- Administrative and service accounts
- Approval for payments not within the approved annual budget

Membership committee report

- Applications for membership
- Resignations or changes in club roster

Other committee reports

Unfinished business from a previous board meeting

New business

Strategic discussion about areas of concern

Division business

District business

International business