for-word.jpgfor-word.jpgfor-word.jpg­

Contact: +1 555-654-7890

[Meeting Name]

Minutes

**Date**: [Date]

**Time**: [Time]

**Facilitator**: [Facilitator]

# Board members

Name, Title 1 | Name, Title 2 | Name, Title 3 | Name, Title 4 | Name, Title 5 | Name, Title 6 |   
Name, Title 7 | Name, Title 8 | Name, Title 9 | Name, Title 10 | Name, Title 11 | Name, Title 12 | Name, Title 13

| **Time** | **Item** | **Owner** |
| --- | --- | --- |
| Time | Welcome | Owner 1 |
| Time | Old business and approval of last meeting’s minutes | Owner 2 |
| Time | Vote on new Secretary | Owner 3 |
| Time | Discuss parent openings on advisory committees - any response from newsletter? | Owner 4 |
| Time | Vote on proposed Budget | Owner 5 |
| Time | Principal's Report | Owner 6 |
| Time | Break | Owner 7 |
| Time | New Business  A. Recap of Back to School Night – Kalle Persson  B. Parent Education Programs – Jens Martensson, school counselor  C. Teacher grants application process – Ian Hansson, School Principal | Owner 8 |
| Time | Committee Reports  A. Membership, Kalle  B. Volunteers, Jens  C. Newsletter, Ian  D. Computer Support, Ian | Owner 9 |
| Time | Announcements | Owner 10 |
| Time | Adjournment | Owner 11 |

Location, City, State, Zip code

info@company.com