\_\_\_\_ County First Steps Partnership Board of Directors Meeting Minutes\*

Date, Time and Location\*

Type of Meeting: General, Special, Annual\*

\*Board Members Present:

\*Board Members Absent:

\*Staff:

\*Visitors:

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Item | Lead Presenter | **\*Summarize Each Agenda Item With Discussion** – Note exact wording of any motions with names of board members making first and second motions or amendments to motions. | **\*Votes/Decisions**  Approved, Tabled, or Denied Note Number Votes For, Against, Abstained, or Recused |
| \*Welcome and Call to Order | Board Chair | Note Time: |  |
| \*Roll Call & Confirm Quorum | Board Chair |  |  |
| Approve the agenda. | Board Chair |  |  |
| Mission Moment |  | Suggest having a speaker/parent/child who can help board understand and align with mission through facts and heart. |  |
| \*Approve the \_\_\_\_\_ meeting minutes. | Board Chair |  |  |
| \*Treasury Report |  |  |  |
| \*Executive Director’s Report |  |  |  |
| Committee Reports  As needed |  |  |  |
| Old Business  As needed |  |  |  |
| New Business  As needed |  |  |  |
| Executive Session  As needed |  | Note Time at beginning and end of executive session. |  |
| Good of the Order |  | General Announcements or Statements for the Good of the Order   * Board Training * Board Member Announcements including resignations/removals/etc. * Recognition of board member and volunteer involvement in FS * Partner organization announcements/celebrations |  |
| \*Adjournment |  | Note Time: |  |

\*This meeting was held within FOIA and ADA Compliance. Board meetings are open to the public and meeting minutes are kept in the office of \_\_\_\_\_ First Steps and are available for public view.

Signature: Board Secretary

**Recurring Agenda Items to Include As Needed**

Board Elections

Annual Conflict of Interest Statements

Annual Board Member Agreements

Annual Board Member Financial Pledges

Compliance Plans as needed for conditional approvals: Sept. 30

Partnership annual reports and numbers served, training summary for the previous year (if needed), child care training plan (if needed): October 1

Comprehensive Plan every 3 years and any annual updates as necessary: December 1

Needs and Resources Assessment: December 31 every 3 years

Renewal Plan, Budget Spending Plan, Resource Development Plan, Community Outreach Plan: first Friday in May

\*REQUIRED AGENDA ITEMS

**GUIDE FOR USING BOARD MEETING MINUTES TEMPLATE**

**\_\_\_ County First Steps Partnership Board of Directors Meeting Minutes**

**Date, Time and Location of Meeting**

**Type of Meeting:**

* General Meeting as previously scheduled and agreed upon.
* Special Meeting: Ex. a meeting called for discussion of a personnel issue or to make unexpected plans for an upcoming weather event, etc.
* Annual Meeting

**Welcome and Call to Order**: Usually called to order by the Board Chair and may include introduction of visitors or other general announcements relevant to the current board meeting.

**Roll Call & Confirm Quorum**:

* Board Chair calls for Roll Call and Confirmation of Quorum which must be at least 51% of total board members.
* Secretary generally either takes oral attendance or has attendees sign in ahead of the meeting and then calculates percentages and answers the Chair’s call with a yes or a no.

**Approve The Agenda**:

* Chair calls for a motion to approve the agenda and after two motions are secured, the chair calls for discussion during which time attendees can make changes to the agenda as needed.
* Chair calls for motion to vote and with two motions secured, a vote is held and passed to approve the agenda.
* NOTE in Summary Section who made the motions and give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**Mission Moment:**

* The Chair acknowledges any visitors that may be presenting regarding community impact or to give the board a sense of how mission is being carries out or presides over any board members sharing regarding their commitment to mission/stories that demonstrate mission.
* NOTE in Summary Section a summary of the presentation or discussion regarding mission.

**Approve the \_\_\_ meeting minutes:**

* Chair calls for a motion to approve the previous month’s meeting minutes and after two motions are secured, the Chair calls for discussion during which time attendees can make changes to the minutes as needed.
* Chair calls for motion to vote and with two motions secured, a vote is held and passed to approve the minutes.
* NOTE in summary section who made the motions and give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**Treasury Report:**

* The Treasurer gives a report of the treasury.
* Chair calls for a motion to approve the treasury report and after two motions are secured, the Chair calls for discussion during which time attendees ask questions and make motions for changes to the treasury report.
* Chair calls for motion to vote and with two motions secured, a vote is held and passed to approve the Treasury Report.
* NOTE in summary section who made any motions and a give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**Executive Director’s Report:**

* The Executive Director gives a report of the status of the organization, including an update on the Comprehensive Plan.
* Chair calls for a motion to approve the Executive Director’s report and after two motions are secured, the Chair calls for discussion during which time attendees ask questions and make motions regarding the Executive Director’s report or regarding program or organizational processes.
* Chair calls for motion to vote and with two motions secured, a vote is held and passed to approve the Executive Director’s Report and/or any other motions that were made.
* NOTE in summary section who made any motions and a give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**Committee Reports:**

* Committee Chairs give a report of the status of the committee work and make a first motion for any decisions the committee needs the board to make in order to allow the committee to continue or complete their work.
* Chair calls for a second motion to approve any committee motions and on confirmation of a second motion, the Chair calls for discussion during which time attendees ask committee members questions as needed.
* Chair calls for motion to vote and with two motions secured, a vote is held and passed to approve committee motions.
* NOTE in summary section who made any motions and a give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**Old Business:**

* The Chair acknowledges any old business agenda items and calls for motions, discussion and votes as needed.
* NOTE in summary section who made any motions and a give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**New Business:**

* The Chair acknowledges any new business agenda items and calls for motions, discussion and votes as needed.
* NOTE in summary section who made any motions and a give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**Executive Session: Executive Session is generally held to discuss personnel or other issues that are not for public knowledge.**

* Chair calls for a motion to approve enter Executive Session and after two motions are secured, the Chair calls for Executive Session to begin and notes time for the minutes.
* After Executive Session discussions are complete, Chair calls for motion to end Executive Session and after two motions are secured, the Chair calls for regular session to resume and notes time.
* NOTE in summary section the time Executive Session began and ended ONLY.

**Good of the Order**

* Chair calls for motions for the good of the order which may include announcements regarding upcoming community events, board trainings, board transitions, community events, etc.
* NOTE announcements in summary section.

**Adjourn**

* Chair calls for motion to adjourn and after two motions are secured, the chair calls for a vote to adjourn.
* NOTE in summary section who made any motions and a give a summary of discussion.
* NOTE in Votes/Decisions Section the final vote including # of votes for, against, abstained or recused.

**FOIA and ADA Compliance**: Use the sentence provided in template or develop your own statement that assure the public that First Step County Partnership Meetings are open to the public and where minutes are kept in case someone wants to view them. We encourage that agendas and minutes be posted on your county partnership’s website if possible.

**Signature by The Board Secretary**: While the board secretary may delegate the taking of minutes to a staff person, it is still the Board Secretary’s responsibility to review them and sign them before they are approved by the board.