

Meeting Agenda Template

The five-section structure from the video, ready to fill in. Fill the header and the shaded cells before the meeting, send it out with proper notice, then use the same sheet to record who moved, who seconded, and how the vote went — that is most of your minutes.

Association		
Meeting date and time		
Location		
Notice sent on		Check your statute and your bylaws — whichever is longer governs
Board members needed for quorum		Usually a simple majority of the board — check your bylaws

1 · Call to order

Start the meeting, take attendance, and confirm quorum before anything else. No quorum, no decisions — the meeting is informational only.

Called to order at	
Board members present	
Board members absent	
Quorum met? (yes / no)	
If no quorum: informational only — no motions, no votes	

2 · Approval of previous minutes

One motion, one second, one vote. Corrections first, then approve as corrected.

Minutes of meeting dated	
Corrections	
Motion by	
Seconded by	
Vote (for / against / abstain)	
Approved? (yes / no)	

3 · Old business

Anything you postponed last meeting that you agreed to circle back on. One row per item.

Item	Postponed from	Decision needed	Motion by	Seconded by	Vote (for / against)

4 · New business

Decisions to vote on — not topics to discuss. If it is not a decision, it is an update, and updates belong in an email.

Item	Decision needed	Background sent to owners?	Motion by	Seconded by	Vote (for / against)

5 · Open forum

State the three ground rules out loud before the first person speaks, and post them on the agenda you send out.

- ✓ Each person gets three minutes.
- ✓ Comments go to the board, not to other homeowners.
- ✓ The board may respond, or take the item under advisement — it may come back on the next agenda as new business.

Owner	Topic	Board response (answered / under advisement / next agenda)	Follow-up owner

Executive session and adjournment

If the board went into executive session: note it in the minutes with the general reason, and take any vote on that matter in the open meeting. Your state sets what executive session may cover — look it up.

Executive session held? (yes / no)	
General reason, in one line (goes in the minutes)	
Any closed-session matter voted on in the open meeting? (yes / no)	
Adjourned at	