**NAME OF ORGANISTION**

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**BOARD RESOLUTION NUMBER: \_\_\_\_\_/\_\_\_\_\_\_**

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A meeting of the Board Member of \_\_ (*name of organisation*) \_\_\_ was held at \_\_\_\_ (*address of where the meeting was*) \_\_\_ on \_\_\_ (*date of meeting*) \_\_\_\_.

The meeting was called to order by \_\_\_ (i*t could be the Board Chair, the Secretary, or the Treasurer, depending on the structure of the organisation*) \_\_\_\_, and upon the roll being called, the following Members were present:

(*list of the members present and establish if quorum was met*)

During the meeting the Board resolved to the following: *(here include what the Board agreed to*)

**SIGNED AT \_\_\_\_\_ (City/Town where meeting was held) \_\_\_\_\_ ON THIS (Date of meeting)**

**Signature of the members of the board and their names and titles (it’s**