**Meeting Minutes**

**Present:** Names of the Board members who were present

**Chair: Name of the chair**

**Guests: Name of Guests**

**Staff: Name of staff**

1. **Call to Order**

The meeting was called to order at TIME

1. **Approval of the Agenda**

**MSC-MONTH-YEAR-Motion Number**

To approve the Agenda as presented

Moved by Name 1, Seconded by Name 2 **Carried**

1. **Approval of the Minutes**

**MSC-MONTH-YEAR-Motion Number**

To approve the minutes of Date of last meeting as presented

Moved by Name 1, Seconded by Name 2 **Carried**

1. **Review of the previous concerns/problems that were solved**

(Details of the previous issue 1 & 2)

**MSC-MONTH-YEAR-Motion Number**

(How the issue 1 was solved)

Moved by Name 1, Carried by Name 2 **Carried**

**MSC-MONTH-YEAR-Motion Number**

(How the issue 2 was solved)

Moved by Name 1, Seconded by Name 2 **Carried**

1. **Executive Director’s/Managers’ Report**

Review of the ED or Managers’ Report. The following items were discussed in greater detail.

Issue #1 has been addressed. What was the solution made for Issue #1 and the response.

Issue #2 was asked to be reviewed again due to reason

Updates on repairs & projects.

The new business items to be discussed at the next meeting -

**MSC-MONTH-YEAR-Motion Number**

To approve the Managers’ Report as presented

Moved by Name 1, Carried by Name 2 **Carried**

1. **Financial Report**

**MSC-MONTH-YEAR-Motion Number**

To approve the Financial Report as presented

Moved by Name 1, Carried by Name 2 **Carried**

1. **New Business**

New Issues that have recently appeared

Upcoming Events

MNPHA Updates

1. **Correspondence**
2. **Next Meeting**

Dates of the next board meeting

1. **Action Items**

A summary of all the action items listed above

1. **Adjournment**

The meeting adjourned at TIME