**Saskatchewan Soccer - Board of Directors’ Meeting Minutes - Template**

**ASSOCIATION** Board of Directors’ Meeting Minutes

**TIME, DAY, MONTH, YEAR**

**LOCATION - BUILDING**

**PRESENT: LIST THE NAMES OF THE PEOPLE WHO WERE IN ATTENDANCE AT THE MEETING.**

**ABSENT: LIST THE NAMES OF THE PEOPLE WHO WERE NOT IN ATTENDANCE AT THE MEETING.**

**1. Call to Order**

President/Chairperson **NAME** called the meeting to order at **TIME**.

**2. Consent Agenda**

 **MOTION:** That the consent agenda be approved.

 Moved by: ***NAME***

Seconded by: ***NAME***

 Carried.

**3. Adoption of the Minutes**

 **MOTION:** To adopt the minutes from the **DATE OF THE LAST** Board of Directors meeting as

 **presented/amended**.

 Moved by: ***NAME***

Seconded by: ***NAME***

 Carried.

**4. Adoption of the Agenda**

 **MOTION:** That the agenda be approved, **with any additions specified here**.

 Moved by: ***NAME***

Seconded by: ***NAME***

 Carried.

**5. Reports of Officers**

 **MOTION:** To adopt the **COMMITTEE** report as presented **(Treasurer Report does not have to be**

 **adopted; if any reports contain a recommendation, then the recommendation must have an**

 **accompanied motion in order to be considered; it is customary for the person reading the**

 **report to move the adoption).**

 Moved by: ***NAME***

Seconded by: ***NAME***

Carried.

**6. Unfinished Business or Business Arising Out of the Minutes**

**a) Record any unfinished business or business arising out of the minutes with an alphabetized list. Example: Indoor Coordinator Peters has booked all facilities for fall program.**

**7. New Business**

 **a) Record any new business with an alphabetized list.**

**8. Correspondence**

 **a) Note any Correspondence read by the Secretary.**

**9. Announcements**

 **a) Record any announcements with an alphabetized list.**

**10. Adjournment**

 **MOTION:** To adjourn the meeting at **TIME**.

 Moved by: ***NAME***