



Kiwanis club of _____

Date: _____

Board members present:

Board members absent:

Quorum present (simple majority): Yes or No

Guests:

Roll call

Consent agenda (officially accepted by the board in a single vote)

- Secretary's report and minutes
- Treasurer's report

Action agenda (each item is voted on individually)

- Committee reports that require action
- Funding requests outside of the approved budget

Information agenda

- Committee reports that do not require action

Future business