

# Board Meeting Transcript

## Participant prepares minutes for a board meeting

### Steps

1. Review the board meeting transcript below.
2. Draft the minutes for the meeting.

## BOARD MEETING TRANSCRIPT

At 7:06 PM on March 2, 200X at the Boxwood Recreation Center, Mr. **Matthew Dunford**, president of Peaceful Community Association, said, "Let's get started." Present were board members Ashton Smith, Michael Falvo, Hailey Applegate, Caleb Robinson, Elizabeth Neill, and association manager, Dylan Bush.

**Elizabeth Neill**, secretary, began to record the minutes.

The **president** said, "I call the monthly board of directors meeting of the Peaceful Community Association to order. Everyone is present except for Hannah Tyler who is out of town this week. So we do have a quorum. Did everyone get his board packet? (people nod) Good. I hope you've all had a chance to read through it because we have several important items on the agenda to discuss. Has everyone read the minutes? (people nod) Is there a motion to approve the minutes?"

**Hailey Applegate** responded, "Yes, I move the minutes be approved as written." **Michael Falvo** said, "I second the motion."

The **president** said, "Thank you. Is there any discussion? (silence) If not, all those in favor, say 'aye' (six ayes). Opposed, 'nay' (no nays). Motion carries unanimously. Caleb, will you please present the financial report?"

**Caleb Robinson**, treasurer, said: "As you can see from the February financial report in your board packet, we are pretty much within budget. However, we are about \$2,500.00 over budget in the contracted services line item due to snow removal costs. The amount of snowfall in January and February was totally unanticipated. Everything else looks good. The checking account balance as of February 28th was \$21,876.97, and savings account balances and investments totaled \$987,908.09."

The **president** asked, "Does anyone have any questions regarding the financial report?"

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