K·STATE
Research and Extension

Template for Extension Board Meeting Minutes

Date _____ Time _____

Location _____

Order of Business

1. **Meeting called to order by** _____

2. **Roll call**

   Members present

   _____

   _____

   _____

   _____

   _____

   _____

   Agents present

   _____

   _____

   _____

   _____

   Guests present

   _____

   _____

3. **Public comment:** _____

_____

_____

_____

_____

August 2012

4. Agenda items - additions/deletions/approval

_____

_____

_____

5. Communications - including the quarterly "Excellence in Board Leadership" newsletter

_____

_____

_____

_____

6. Consent Agenda Items (Reading and approval of previous meeting minutes, treasurer report, out of state travel requests, vacation requests)

A. Motion _____

Motion made by _____

Seconded by _____

Motion passed or failed _____

7. Reports

A. Program Development Committees

_____

_____

_____

B. Agents

_____

_____

_____

_____

C. Special Committee(s)

_____

_____

_____

8. Board Leadership Development (may include Board Leadership modules, review of Excellence in Board Leadership Assessment, or other leadership resources. See www.ksre.ksu.edu/boardleadership

_____

_____

_____

9. Unfinished Business *

Motion _____

Motion made by _____

Seconded by _____

Motion passed or failed _____

10. New business *

A. Motion _____

Motion made by _____

Seconded by _____

Motion passed or failed _____

B. Motion _____

Motion made by _____

Seconded by _____

Motion passed or failed _____

C. Motion_____

Motion made by _____

Seconded by _____

Motion passed or failed _____

D. Motion _____

Motion made by _____

Seconded by _____

Motion passed or failed _____

11. Announcements

_____

_____

_____

_____

_____

12. Adjournment

* From "*Duties of the Secretary of the Extension Board*" - A record of the votes on motions should be kept, with the votes recorded so that those reading the minutes will know who voted for and against the motion. If everyone votes in favor of a motion, record that the motion carried unanimously. If the vote is mixed with some for the motion and some voting against, record the vote as motion carried with seven affirmative votes and two no votes with "Joe Smith" and "John Doe" voting no. Any abstaining votes should be recorded, noting the name of the member abstaining. Any abstaining vote is considered a "no" vote.