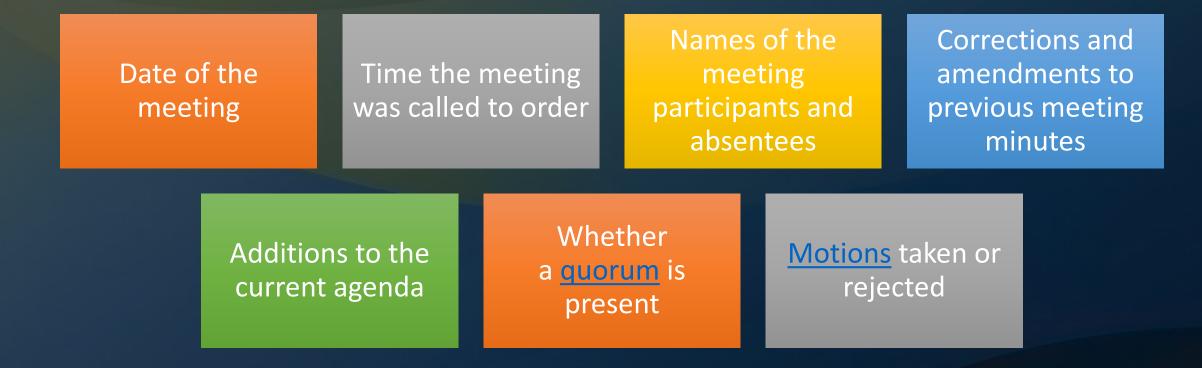
What effective Board minutes should include



What effective Board minutes should include (2)

Voting-that there was a motion and second, and the outcome of the vote

Actions taken or agreed to be taken

Next steps

Items to be held over

New business

Open discussion or public participation

Next meeting date and time

Time of adjournment