

Board meeting sheet

One sheet per meeting. Fill the front before, the back after. Write what the record says. Keep what you think it means in a separate sentence.

BOARD

MEETING DATE

STARTS

WHERE TO WATCH

PREPPED BY

BEFORE THE MEETING

What's on the agenda, in plain language

One line per item a normal person would care about. Skip recognitions and routine finance unless something looks off.

Consent agenda: what's actually in the attachments

This is usually where the substance is. The minutes will name none of it.

CONSENT ITEM #	THE ATTACHMENT SAYS
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The three things worth caring about

1.

2.

3.

Questions we'd want answered

Write them as questions, not accusations. If someone speaks at public comment, these are what they read.

Open from last time

AFTER THE MEETING

WATCHED BY

NOTES BY

RAN (START / END)

What happened

ITEM	WHAT WAS DECIDED	VOTE

Pulled off consent

Who pulled it and why. If nothing was pulled, write "nothing pulled" so the next reader knows you checked.

Clips

Time on the clock, plus one sentence on why. A timestamp alone is a real citation.

TIME	WHY IT MATTERS

Public comment

How many spoke, roughly on what. Note if anyone was cut off, and why.

TLDR: three sentences

What happened. What it changes. What to watch next time.

The one thing we're following

What we could not tell

Documents not posted, a vote you couldn't hear, something left unclear. Worth as much as what you learned.

NEXT MEETING

AGENDA SHOULD POST

PREP IS