

Nonprofit Board Meeting Minutes: Tips and Best Practices



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All California nonprofit corporations must keep minutes of the proceedings of the corporation's board and committees of the board. (Cal. Corp. Code §§ 6320, 8320, 9510.) While certain information should always be included in the minutes (e.g., the names of the directors who were present and absent, the time the meeting was called to order and the time it was adjourned), in many respects taking minutes is more art than science. For some quick tips and best practices on preparing minutes of board meetings of California nonprofit corporations, check out our new [Guidesheet](#).

Legal Disclaimer:

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