Annual Board Activity Report

[Organization legal name] [Year]

This is a summary of board activity. It is not a statutory annual report or audited financial statement.

Overview of the year

[A short account of the main work of the board this year.]

Meetings held

Body	Meetings held	Average attendance	Minutes approved
Board	[0]	[0%]	[0]
[Audit committee]	[0]	[0%]	[0]
[Other committee]	[0]	[0%]	[0]

Major decisions

Date	Decision	Status
[Date]	[Decision]	[Complete / In progress]
[Date]	[Decision]	[Complete / In progress]
[Date]	[Decision]	[Complete / In progress]

Changes to the board

[Directors appointed, retired or re-elected.]

Unresolved matters

[Items carried into next year.]

Priorities for next year

[Up to five priorities.]