Minutes of a Meeting of the Board of Directors

[Company legal name]

Draft: not final until approved

Date	[Month day, year]	**Meeting type**	[Regular / Special]
Start time	[00:00] [time zone]	**End time**	[00:00] [time zone]
Location	[Address or video platform]	**Notice given**	[Date, or "waived by all directors"]
Chair	[Name]	**Secretary of the meeting**	[Name]

1. Attendance

Name	Role	Present (in person / remote) or absent
[Name]	[Director / Chair]	[In person]
[Name]	[Director]	[Remote]
[Name]	[Director]	[Absent, apologies received]

Also attending by invitation: [Name, title], for items [numbers] only.

2. Call to order and quorum

The Chair called the meeting to order at [time]. [Number] of [number] directors were present, which is a quorum under [section] of the [bylaws / articles]. Notice of the meeting was [given on date / waived].

3. Declarations of interest

[No director declared an interest in any item on the agenda.] or [(Name) declared an interest in item (number), left the meeting for that item and did not vote.]

4. Approval of previous minutes

The minutes of the meeting held on [date] were approved [as circulated / as corrected] by the vote recorded in section 6.

5. Reports received

Report	Presented by	Board response and main points
[CEO report]	[Name]	[Received. One or two lines on the main points and any concern raised.]
[Financial report for period]	[Name]	[Received. Note any figure the board asked to review.]

6. Motions and resolutions

No.	Motion (exact wording)	Moved by	Seconded by	For / Against / Abstain	Result
1	[Resolved, that the minutes of the meeting held on (date) are approved.]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]
2	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]
3	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]

Recusals or recorded dissent: [Name, motion number, or "none"].

7. Other matters considered

[Item]: [The main points considered and the broad reason for the outcome, in two or three sentences. Do not attribute remarks to individual directors.]

8. Executive session

[The board met in executive session from (time) to (time). (Name) kept the record. Decisions, if any, are recorded in section 6.] or [None held.]

9. Action register

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

10. Next meeting and adjournment

The next meeting will be held on [date] at [time]. There being no further business, the Chair adjourned the meeting at [time].

Secretary of the meeting	Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved by the board: