Executive Session Minutes

[Company legal name]

Draft: not final until approved

Confidential. Keep separately from the minutes of the open meeting, if your policy requires it.

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Parent meeting	[Regular board meeting of (date)]	**Recorded by**	[Name]

Who stayed in the room

Present: [Directors]. Excused for this session: [Names and roles]. Counsel or advisers: [Names, or "none"].

Reason for the session

[General subject only, such as CEO performance, a legal matter or a personnel matter.]

Decisions

Resolved, that	Moved by	Seconded by	Vote
[Exact wording, or "no decision was taken"]	[Name]	[Name]	[0 / 0 / 0]
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]

Follow-up

[Who will communicate the outcome, and to whom.]

Return to open session

The board returned to open session at [time].

Recorded by	Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved: