Board Meeting Minutes

[Company legal name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Chair / Secretary**	[Name] / [Name]

Attendance and quorum

Present: [Names]. Absent: [Names]. Guests: [Names]. [Number] of [number] directors were present, which is a quorum.

Conflicts of interest

[None declared.] or [(Name) declared an interest in item (number) and did not vote.]

Previous minutes

The minutes of [date] were approved [as circulated / as corrected].

Decisions

Resolved, that	Moved by	Seconded by	Vote	Result
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]

Main points discussed

[Two or three sentences on what the board considered and why it decided as it did.]

Actions

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

Next meeting

[Date and time]. The meeting closed at [time].

Secretary	Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved: