



Board Meeting Minute Template

Company name and logo

Type of meeting

Date, time & location of meeting

Quorum

Board Attendees	Guests	Regrets

Orders of Business

REPORTS

- List all reports, who presented or represented - CEO, Finance, Committee or program leads.
- Generally, no motion is necessary unless specifically actioned. Record of reports is for information and support only.

UNFINISHED BUSINESS

- List any matters that were postponed, not addressed, or pending from the last meeting. Include who reported, dissented, and the vote result.
- Capture the approval of previous meeting minutes.

NEW BUSINESS

- List any additional items or supplements to the agenda. Be sure to include assigned next steps and action items

Future Action Steps

- [Director name] responsible for [task] by [due date].

Closing

- Time and date of next board meeting
- Adjournment timestamp
- Secretary and board chair signatures