

Board Meeting Minutes

Organization name _____

1. Meeting Details

Date: _____

Time: _____ to _____

Location / virtual platform: _____

Meeting type: Regular / Special / Annual (AGM) / Committee: _____

2. Attendance

Name	Title / Role	Present	Absent	Remote

Guests / observers: _____

Recorder: _____

Quorum confirmed: Yes / No _____ of _____ directors present

3. Call to Order

The meeting was called to order at _____ by _____ (Chair).

4. Approval of Agenda

Motion: Moved by _____, seconded by _____, that the agenda be approved as presented / amended.

Result: Carried / Not Carried

5. Approval of Prior Minutes

Minutes of the _____ (date) meeting were reviewed.

Corrections noted: _____

Motion: Moved by _____, seconded by _____, that the minutes be approved as presented / amended.

Result: Carried / Not Carried

6. Reports

Report	Presented By	Summary / Key Points
<i>Chair's report</i>		
<i>CEO / Executive Director report</i>		
<i>Financial report</i>		
<i>Committee report:</i>		

Motion to accept the financial report (if required):

Motion: Moved by _____, seconded by _____, to accept the financial report as presented.

Result: Carried / Not Carried

7. New Business

#	Agenda Item	Discussion / Notes	Motion / Decision
1			
2			
3			
4			
5			
6			

8. Motions and Resolutions

Motion	Moved By	Seconded By	Vote Result
<i>Approval of agenda</i>			
<i>Approval of prior meeting minutes</i>			

9. Resolutions Passed Between Meetings

List any unanimous written resolutions or circulating resolutions passed since the last board meeting.

Resolution	Date Passed	Method
		<i>Written consent / email</i>

10. Conflicts of Interest

Conflicts disclosed: None / See below

Director: _____ Nature of conflict:

Action taken: Director recused from discussion and vote. Vote result: _____

11. In-Camera Session (if applicable)

Participants: Directors only / Directors and CEO

Summary of matters discussed (confidential): _____

12. Action Items

Action Item	Assigned To	Deadline	Status

13. Adjournment

The meeting was adjourned at _____ by _____ (Chair).

14. Next Meeting

Date: _____

Time: _____

Location / virtual platform: _____

Note: These minutes should be drafted within 48 hours of the meeting, reviewed by the chair, circulated to directors, and formally approved at the next board meeting.

These minutes were approved by the Board on _____ (date).

Secretary / Recorder signature

Name

Date

Chair signature

Name

Date



With [Aprío Board Portal](#), managing meeting minutes is simpler.

Draft minutes in the portal, circulate for review, collect approvals, and archive the final version with a complete audit trail.