

🏢 Organisation Name:

📅 Name of Meeting:

📅 Date:

📍 Venue or Remote Meeting Details:

I. Call to Order

- Location, date, and time the Chair called the meeting to order

II. Roll Call

- List the names of directors and other attendees present, identifying the Chair and board secretary
- Indicate directors attending in person, those attending remotely, those attending as an alternate and those who are not directors but are in attendance at the meeting
- State whether a quorum was met/present

III. Approval of Minutes

- Indicate the approval (or approval with revisions) of the previous meeting's minutes

IV. Order of Business

▪ Unfinished Business

1. Note pending matters and action items before previous meeting was adjourned
2. Note pending issues, reports, discussions from the prior meeting's agenda that weren't addressed

▪ Management and/or Committee Reports

1. List reports presented by management and committees
2. Include a short narrative recording the matters discussed or approved, and decisions taken at the meeting

▪ Current Business

1. Indicate supplemental items to the agenda
2. Assign action items, deadlines and state future steps

▪ Other Matters

V. Adjournment

- Set the next time, date, and location of the next board meeting
- Indicate time when meeting was adjourned
- Include signatures from the Chair and board secretary

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