**[Heading] e.g. - JUNE BOARD MEETING MINUTES**

**Organisation name**

[Date of meeting]

[Time the meeting was called to order]

Board members present



Name of the presiding officer/chairperson

Absent board members



Note whether the session meets quorum

Guests and organizational staff present



**1.0 Orders of Meeting/Business**

*\*Note name of all persons reporting, motioning, dissenting and all voting results*

**1.1 Confirm minutes from prior board meeting**

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**1.2 Interests Register** (any items to declare since previous meeting)

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**1.3** Follow up from any **unresolved business** from the previous meeting

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**2.0 New Business – Major Decisions and Discussions**

* **2.1 Item 1** for discussion
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **2.2 Item 2** for discussion
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **2.3 Item 3** for discussion
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**3.0 Board Annual Workplan**

For review

**4.0 Confirmed Actions from Previous Meeting**

* 4.1 Action list 1
* 4.2 Action list 2
* 4.3 Action list 3

**5.0 Management Reports**

* **5.1 CEO Report**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **5.2 Finance Report**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **5.3 Health and Safety Review**
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **5.4 Other** 
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**6.0 Other Business**

* **6.1 Item 1** for discussion
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

* **6.2 Item 2** for discussion
  + *Purpose*
  + *Presenter*
  + *Duration*

|  |  |
| --- | --- |
| *Notes* | *Record notes here* |
| *Decisions* | *Record decisions here* |
| *Actions* | *Record and assign actions here* |

**7.0 Close Meeting**

* Select date for next meeting
* Optional: Review actions raised in the minutes

**Signature** (digital or physical) from secretary or designated minute note taker

Name: Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_