# MINUTES TEMPLATE

Minutes of the meeting of XYZ held on [date], [time] at [location].

Present:

Apologies:

1. Welcome
2. Interests register and conflicts of interest

*Check for any updates*

1. Minutes of the last meeting

*Note in a ‘committal’ agenda confirming minutes comes later. Any major items should have made the agenda. Dealing with them early runs the risk of rehashing items.*  
  
Resolution: *That the minutes of the meeting dated XXXX be accepted as a true and accurate record.*   
Moved:   
Seconded:   
Motion passed: Yes/No  
Abstentions:

1. Strategic items and decision items

*Move straight into the substance of the meeting while people are fresh. Major discussions should note not only the decision but also the general thrust of the conversation and the points of view covered.*

Resolution: That the board agrees to XXX proposal and authorises XXX action (be clear and specific).   
It is noted that the following matters/options/concerns were discussed in coming to this decision:

Moved:   
Seconded:   
Motion passed: Yes/No  
Abstentions and any dissent to be recorded

1. Reporting

*Present the various reports (management or otherwise) here including the financials if they are separate. Be cautious about ‘approving’ reports. They are by definition in the past and you can’t influence them. If they are proposals on future action, they belong in the section above. Your focus is compliance with board guidelines/strategy.*

Resolution: *That the XXXX report(s) for the period dated XXXX be received.*

Moved:

Seconded:

Motion passed: Yes/No

Abstentions:

1. Action items from the meeting

Item Person assigned Date to complete

1. General business
2. Meeting review

Did we cover everything we needed to?

Did we do good work? What could be improved?

Did we enjoy ourselves?

1. Meeting closed

**Next meeting:** The next meeting of XYZ will be held on [date], [time] at [location].

*These minutes have been accepted as a true and accurate record by the board of XYZ.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Date: