

## Board Meeting Minutes Template

[Company/Charity Name]

Board Meeting Minutes

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Platform]

Attendees:

- [Name 1]

- [Name 2]

- [Name 3]

Apologies:

- [Name(s)]

### 1. Welcome and Quorum Confirmation

The Chair opened the meeting and confirmed quorum.

### 2. Approval of Previous Minutes

The minutes from the meeting held on [Previous Date] were approved.

### 3. [Agenda Item Title]

Discussion:

Decision:

Action Points:

## Board Meeting Minutes Template

4. [Next Agenda Item Title]

Discussion:

Decision:

Action Points:

5. Any Other Business (AOB)

[Details]

6. Date of Next Meeting

[Insert Date & Time]

Meeting Closed: [Insert Time]

Approved by: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_