

Board Meeting Minutes

Company Name: _____

Date: _____ Time: _____

Location: _____

1. Attendance

Present	Title	Absent (if any)

2. Call to Order

The meeting was called to order by Chairperson Name at Time.

3. Approval of Agenda

The agenda was reviewed and approved/modified as presented.

4. Approval of Previous Minutes

The minutes of the previous board meeting held on Date were reviewed and approved/corrected.

5. Matters Arising

- _____
- _____

6. Reports

a. Chairperson's Report

b. CEO Report

c. Committee Reports

- Audit Committee: _____
- Remuneration Committee: _____

7. New Business

1. _____

2. _____

8. Resolutions

- Resolution #1: _____
- Resolution #2: _____

9. Adjournment

There being no further business, the meeting was adjourned at Time.

10. Next Meeting

The next meeting is scheduled for Date at Location.

Minutes Prepared By

Name: _____ Signature: _____ Date: _____
