

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: _____
