Board Meeting Minutes Template

Board minutes record what the board did: quorum, motions, votes and resolutions. They are a legal record of the company, so keep them precise and neutral. This template is a draft structure; check requirements for your jurisdiction and bylaws.

Header

Company name	
Meeting type (regular / special)	
Date	
Place / call link	
Called to order at	
Chair	
Secretary	

Attendance and quorum

Directors present	
Directors absent	
Others present (officers, advisors, guests)	
Quorum	Present: __ of __ directors. Quorum confirmed: yes / no

Conflicts of interest

Declared conflicts and how they were handled (e.g., director abstained from item __):

Approval of previous minutes

Minutes of the meeting held on ____ were approved / approved with corrections.

Agenda items

Item 1. [Title]

Materials presented	
Summary of discussion	

Motion (exact wording)	
Moved by / seconded by	
Vote: for / against / abstained	
Result	Carried / failed

Item 2. [Title]

Materials presented	
Summary of discussion	
Motion (exact wording)	
Moved by / seconded by	
Vote: for / against / abstained	
Result	

Resolutions adopted

1. RESOLVED, that ...

Action items

Action	Responsible	Due date

Adjournment

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

Signatures

Chair	Name / signature / date
Secretary	Name / signature / date

How to fill it in

- **Record actions, not debate.** Summarize discussion briefly; record motions and resolutions word for word.
- **Quorum comes from the register,** not from memory. Enter it by hand.
- **Every vote gets numbers.** For / against / abstained, and dissent if a director asks for it to be recorded.

- **Conflicts of interest** are recorded together with who stepped out of which item.
- **Mark it as a draft** until the minutes are approved and signed.