

eG Meeting Minutes Template



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[ORGANISATION]

Board Meeting

Held [ADDRESS]

[DATE]

S

Meeting Open: The Chair, [name], declared the meeting open at [time] and that a quorum wa
present.
Present:

In Attendance:

Apologies:

Declaration of Interests:

Declaration of directors' interests

[Name of individual director] declared that s/he had an interest in [Explanation].

[Name of individual directors] declared that [Explanation] which might affect their relationship with [Organisation] regarding matters to be discussed during the meeting

Director trading activity (applicable to public listed companies only

Minutes of the Previous Meeting	Action:
Business Arising from the Minutes	Action:
Action List	
Matters for Decision	Action:
CEO's Report	Action:
Items for Noting	
Noted	

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Confidential Business	
The meeting closed at [TIME]	
Signed by the Chair:	Dated: / /

Action List – Meeting of [DATE]

Meeting	Action	Status	Who	By When

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ATTACHMENT A

Confidential Business

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