

eG Meeting Minutes Template

[ORGANISATION]**Board Meeting****Held [ADDRESS]****[DATE]**

Meeting Open: The Chair, [name], declared the meeting open at [time] and that a quorum was 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	

Confidential Business	
<i>The meeting closed at [TIME]</i>	
Signed by the Chair: _____ Dated: __/__/__	

Action List – Meeting of [DATE]

Meeting	Action	Status	Who	By When

ATTACHMENT A
Confidential Business