Board meeting minutes template

Template from Noter AI — https://www.noterai.net/templates/board-meeting-minutes-template

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

[Full legal name of the organisation]
[Company or charity number, if you have one]
Held on [Tuesday 3 March 2026] at [18:00] at [address, or the video platform]

ATTENDANCE

Name	Role	Attendance	Notes
[Name]	[Chair]	Present	[In person]
[Name]	[Director]	Present	[Remote, by video]
[Name]	[Director]	Present	[Joined 18:20, item 3 onward]
[Name]	[Treasurer]	Apologies	[Notified the Secretary on DATE]
[Name]	[Director]	Absent	[No apology received]
[Name]	[Chief Executive]	In attendance	[Not a director, does not vote]
[Name]	[Secretary]	In attendance	[Minute-taker]

1. CALL TO ORDER

[Chair name] took the chair and called the meeting to order at [18:00]. The Secretary confirmed that notice had been given in accordance with [Article 12] and that a quorum of [4] directors was present.

2. APPROVAL OF THE PREVIOUS MINUTES

The minutes of the meeting held on [4 February 2026] were circulated on [26 February 2026].
Resolved: that the minutes be approved as circulated.
[Moved by [name]. Carried unanimously.]

3. DECLARATIONS OF INTEREST

[Name] declared an interest in item [5] as [nature of the interest]. [They] took no part in the discussion and did not vote. Record it here and again at the item.

4. MATTERS ARISING

[Action] - [Owner] - [Complete / carried forward to DATE / withdrawn, with the reason]
[Action] - [Owner] - [...]

5. REPORTS RECEIVED

The board received the [Chief Executive's report / management accounts to DATE / health and safety report]. Noted.
[If the board did more than note it, turn that into a motion or an action.]

ITEM 1: [Title]
Background: [Two to four sentences on what was put to the board, including the numbers, dates and limits that mattered.]
Motion: "That [the exact wording of what is being resolved, including any amount, date or limit]."
Moved by: [name]
Outcome: [Carried / Defeated / Deferred to DATE]
Vote: [For: 5. Against: 1. Abstentions: 0.] or [Carried unanimously]

ITEM 2: [Title]
Background: [...]
Motion: "That [...]"

Moved by: [name]
Outcome: [...]
Vote: [...]

6. ANY OTHER BUSINESS

[Items raised that were not on the agenda. Note them and put them on the next agenda rather than resolve them, unless the constitution allows otherwise.]

7. IN CAMERA SESSION

[If held: "The board resolved to move into closed session at TIME. Non-directors withdrew. The board returned to open session at TIME."]
[Record that it happened and any resolution passed, not the discussion.]

8. NEXT MEETING

[Tuesday 7 April 2026] at [18:00] at [location].

9. CLOSE

There being no further business, the Chair declared the meeting closed at [19:40].

SIGNED

Minutes taken by: [Name], [Secretary]
Approved by the board on: [date]
Signed: .... [Chair] Date: ....

NOTES BEFORE YOU USE THIS

- Requirements differ by jurisdiction and entity type. This is a general template, not legal advice. Check your own articles, bylaws or constitution, and take advice if the entity is regulated.
- Record decisions, not debate. Individual dissent goes in only if the director asks for it to be recorded.
- Robert's Rules of Order (RONR 12th ed.) says the seconder's name is NOT recorded in the minutes. Many corporate bylaws require it anyway. Check yours, then be consistent every meeting.
- Minutes are a legal record in many jurisdictions. Once approved, correct by resolution, never by editing.