

Board Meeting Minutes Template

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January 2014

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May 2026

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Board Meeting Minutes Template¹

Meeting minutes are formal, official records that meet legal requirements. Minutes are required to be made for all meetings of the Board, the members and the Board committees. They focus on decisions, motions, and action items, using neutral language and avoiding personal opinions or detailed conversations. Meeting minutes must include elements like attendance, voting results, and conflict of interest declarations. Minutes should be formally approved at the next meeting. Such minutes form part of the permanent records of the organization and should be kept indefinitely.²

BOARD MEETING MINUTES

[Organization Name]

Date: [Month, Day, Year]

Time: [Start Time] – [End Time] [Time Zone]

Location: [Physical Address / Virtual Platform Link / Hybrid]

Chairperson: [Name]

Secretary or Recorder: [Name]

1. ATTENDANCE

Board Members Present:

[List Names]

Board Members Absent:

[List Names]

Staff & Management Present:

[List Names and Titles, e.g., Executive Director]

Guests / Special Invitees:

[List Names and Purpose]

***Where the public attends, the names of the members of the public present would not usually be listed.*

Conflict of Interest Disclosure

Statement: The Chair confirmed that all board members were asked to disclose any conflicts of interest regarding agenda items.

Disclosures & Recusals:

[List any conflicts declared, the specific item involved, and confirmation that the member recused themselves from discussion and voting.]

Example: [Name] disclosed a conflict regarding the Vendor Selection motion and recused themselves from discussion and voting.

No conflicts disclosed.

¹ Adapted from <https://aprioboardportal.com/news/meeting-minutes-template/>

² <https://orghub.ca/resources/blogs/board-meeting-minutes/>

Quorum Status:

Quorum Present Quorum Not Present (Meeting adjourned or continued as informational only)

2. CALL TO ORDER

The meeting was called to order at **[Time]** by **[Name and role of person chairing meeting]**.

3. OPENING ITEMS (IF ANY)

- Land acknowledgement delivered
- Review of commitments (if any) and short check-in if possible
- Mission moment shared [Topic]

4. APPROVAL OF AGENDA

Motion: To approve the agenda of the meeting held on [today's Date].

Moved by: [Name]

Seconded by: [Name]

Outcome:

- Approved as written
- Approved with corrections (See notes below)

5. CONSENT AGENDA

Examples of items included in the consent agenda:

Previous Minutes from [date]

Finance Committee Report

Governance Committee Report

Request to remove any item from consent agenda documented.

Motion: To approve the consent agenda.

Moved by: [Name]

Seconded by: [Name]

Outcome:

- Approved as written
- Approved with corrections (See notes below)
- Deferred to next meeting

Corrections/Notes:

[Insert any specific corrections made to consent agenda items]

6. KEY REPORTS AND BOARD ACTIONS/INFORMATION/OTHER BUSINESS

A. [Agenda Item Title]

(e.g., Executive Directors Report)

Discussion Summary:

[Summary of updates or new information]

*(Note: Use the **Decision Documentation** below for ANY agenda item where a vote or formal action is taken, regardless of whether it is under ED Report, Old Business, New Business, etc..)*

DECISION DOCUMENTATION:

Motion: "[Insert Exact Wording of the Motion Here]"

Moved by: [Name]

Seconded by: [Name]

Discussion on Motion: [Brief summary of debate]

Vote Count: Yes: [X] | No: [Y] | Abstain: [Z]

Outcome: Passed Failed Tabled

B. [Agenda Item Title]

(e.g., Matter for discussion)

Presenter: [Name]

Discussion Summary:

[Brief, neutral summary of the information presented or discussion held. Do not record individual opinions unless part of a formal dissent.]

(If no action was taken, write: "No motion required. Item for informational purposes only.")

C. [Agenda Item Title]

(e.g., Matter for decision)

Context: [Reference previous meeting date or status, e.g., "Tabled on March 12 pending review"]

Discussion Summary:

[Summary of updates or new information]

DECISION DOCUMENTATION:

Motion: "[Insert Exact Wording of the Motion Here]"

Moved by: [Name]

Seconded by: [Name]

Discussion on Motion: [Brief summary of debate]

Vote Count: Yes: [X] | No: [Y] | Abstain: [Z]

Outcome: Passed Failed Tabled

D. [Agenda Item Title]

(e.g., Strategy Discussion)

Presenter: [Name]

Discussion Summary:

[Summary of presentation]

DECISION DOCUMENTATION:

Motion: "[Insert Exact Wording of the Motion Here]"

Moved by: [Name]

Seconded by: [Name]

Discussion on Motion: [Brief summary of debate]

Vote Count: Yes: [X] | No: [Y] | Abstain: [Z]

Outcome: Passed Failed Tabled

7. IN-CAMERA SESSION

(Only complete if confidential matters like personnel, legal issues, or sensitive negotiations were discussed.)

Time: [Start Time] – [End Time]

Topic: [General topic only, e.g., "Personnel matters regarding Executive Director"]

Outcome:

No formal vote taken

Vote taken in closed session (Details kept confidential per bylaws)

8. ACTION ITEMS

Action Item	Assigned To	Deadline

9. NEXT MEETING

Date: [Month Day, Year]

Time: [Time]

Location: [Location]

10. ADJOURNMENT

The meeting was adjourned at [Time] by [Role, Name].

Prepared by: _____ (Secretary Name)

Date Prepared: [Date]

Approved by: _____ (Chairperson Name)

Date Approved: [Date]

