**Figure 6.2: Board Meeting Minutes Example**

**ABC Company**

**Board Meeting Minutes**

**Tuesday 20 December 2011**

**Directors** Haven Meallan Hope (Chair)

**Present** Wilkie Kegan Adair (Deputy Chair)

Harlan Butler

Fillin Strudwick

**Attending** Kendall Atkins (CEO)

Simon Edwards (Secretary)

*Meeting opened at 11.07 am*

**1 Minutes**

**Approved** the Minutes of the meeting of 1 December 2011 as a true and correct record.

**Unanimous approval**

**2 Matters Arising/Action List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date assigned** | **Responsible** | **Task** | **Due date** | **Comments** |
| 180511  011211 | BB | Formalise (document in new Constitution) relationship with subsidiary | 011211  210212 |  |
| 280911 | Directors | Directors to do remuneration review and performance review of GM within one month of anniversary date of 10 January. | 100212 |  |
| 011111 | BB | Schedule Governance Audit for March 2012 using the NZ Governance Guidelines as the basis. | March 2012 |  |
| 201211 | AVH | Complete formal induction of HH | 310112 |  |
| 201211 | AJ | Arrange meeting with XY Company to discuss collaboration projects | 310112 |  |
| 201211 | BB | Send revised meeting schedule to all directors |  | Done 221211 |
| 201211 | KM | List all accounting contracted services, charges, payments to date and issues | 200112 | Note: Board instructs not to use landlord as auditor or accountant as it would provide financial information that might bias rent negotiations |
| 201211 | KM | Instruct IT to add chair to Microsoft Office 365 so she can initiate online Lync meetings with other directors |  | Done 221211 |

*Meeting recessed 1 pm – 1.15 pm for lunch*

**3 Financials**

Questions for Accounting Service:

1. Please provide assets list with original and current book value for office furniture and equipment and plant and equipment accounts.
2. Please explain under current liabilities the $10,000 accruals.

**Accepted** the financial reports for November 2011 with suspense items to be identified.

**Unanimous approval**

*Action: KA to list all accounting contracted services, charges, payments to date and issues by 281211*

**Resolved that the Budget 2012** as revised (attached) is approved.

**Unanimous approval**

**4 Monthly Reports from Puni Subsidiary Ltd**

*Action: KA to arrange meeting with Puni Subsidiary to discuss collaboration projects by 310112*

**5 Client Survey Results — deferred**

**6 Employee Personal Grievance**

**Resolved that** the offer to settle ($1,500) as commercially practical.

**Unanimous approval**

**7 The Board and Directors**

*Action: Secretary to complete formal induction of HH by 310112*

*Action: Secretary to send revised meeting schedule to all directors ASAP*

*Action: KA to instruct IT to add chair to Microsoft Office 365 so she can initiate online Lync meetings with other directors by 221211*

**Noted that** the board expressed and wanted recorded its appreciation for the outstanding work of the company secretary in regard to improving board processes, policies and procedures.

*Meeting closed 3.15 pm*