

# Click to enter the name of your Aboriginal and Torres Strait Islander corporation

# ICN Click to enter ICN

## Minutes of directors’ meeting

**Time:** Click to enter time

**Date:** Click to enter the date of the meeting

**Place:** Click to enter the location of the meeting

**Chair:** Click to enter chair’s name

**Minute taker:** Click to enter minute taker’s name

### Agenda item 1: Welcome, attendees and apologies

#### Chair

Name of director/person was confirmed as chair for the meeting.

#### 1.2 Attendees

**Name Position Participation method**

Click to enter name Click to enter position Choose an item.

Click to enter name Click to enter position Choose an item.

Click to enter name Click to enter position Choose an item.

Click to enter name Click to enter position Choose an item.

Click to enter name Click to enter position Choose an item.

#### 1.3 Apologies

Click to enter names

#### 1.4 Meeting open

The chair declared the meeting open at [click and enter time] and that a quorum was present.

### Agenda item 2: Declaration of directors’ interests

[**Name of director]** declared that s/he has an interest in [click and describe the matter].

[**Name of director]** declared that s/he has a relationship/interest that may affect the matters being discussed at this meeting at agenda item/s [click and enter the agenda item numbers].

### Agenda item 3: Minutes of previous meeting and matters arising

#### 3.1 Confirmation of minutes

The minutes of the directors meeting held on [Click to enter a date] were adopted and signed by the chair.

*or*

The minutes of the directors meeting held on [Click to enter a date] were adopted and signed by the chair after the following corrections were made:

* [Click to enter details of corrections]

#### 3.2 Matters arising from the previous minutes

[Click and enter discussion points and any resolutions on matters not covered elsewhere in the agenda or action items.]

#### 3.3 Action items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item number** | **Action item title** | **Responsible person** | **Proposed (or actual) date of completion** | **Status and resolutions** (update on progress and any further resolutions on the item) |
|  |  |  |  |  |
|  |  |  |  |  |

### Agenda item 4: Circulating resolutions

[Click and enter any circulating resolutions noted as passed since the last directors’ meeting was held.]

### Agenda item 5: Corporation reports

#### 5.1 CEO report

**Document/s tabled:** Enter the reference number or title of any paper/s tabled.

**Presented by:** Enter name of who presented the report

**Key points:** Enter key points about the report

**Action required and/or resolutions arising from the report:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* Record any **resolution/s** made by the directors i.e. The directors resolved that … [delete if not relevant]
* The directors **noted** the CEO report had been presented to the board. [delete if not relevant]

#### 5.2 Financial reports

**Document/s tabled:** Enter the reference number or title of any paper/s tabled.

**Presented by:** Enter name of who presented the report

**Key points:** Enter key points about the report

**Action required and/or resolutions arising from the report:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* The directors **resolved** that … [delete if not relevant]
* The directors **noted** the financial reports had been presented to the board. [delete if not relevant]

### Agenda item 6: Click and enter title of agenda item (example for a presentation or paper)

**Document/s tabled:** Enter the reference number or title of any paper/s tabled.

**Moved/presented by:** Enter name of who presented the agenda item

**Seconded by:** Enter name of who seconded the agenda item

**Key points:** Enter key points about the agenda item or any discussion

**Action required and/or resolutions arising:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* The directors **resolved** that … [delete if not relevant]
* The directors **noted** the presentation of the information/paper/proposal to the board. [delete if not relevant]

### Agenda item 7: Click and enter title of agenda item (example for a proposed resolution)

**Document/s tabled:** Enter the reference number or title of any paper/s tabled.

**Resolution proposed:** Enter the wording of the resolution.

**Moved by:** Enter name of who proposed/moved the resolution

**Seconded by:** Enter name of who seconded it

**Discussion:** Enter key discussion points (if relevant)

**Decision:** Resolution [Choose an item.]

### Agenda item 8: New membership applications

**Applicant name Directors’ decision**

[Click to enter name] [Choose an item.]

[Click to enter name] [Choose an item.]

[Click to enter name] [Choose an item.]

**Action required:** (if required) update register of members; notify applicant/s of decision

**Person responsible:** Enter name of person responsible

### Agenda item 9: Any other business

If relevant, enter business raised, key discussion points and resolutions (if any).

### Agenda item 10: Next meeting

The next directors’ meeting will be held at [Click to enter time], on [Click to enter a date] at [Click to enter location].

### Agenda item 11: Meeting close

The meeting was declared closed at [Click enter time the meeting ended].

### Confirmation of the minutes

These minutes are a true and accurate record of the meeting.

Signed by: [Choose an item.]

[Click to enter name] [Click to enter date]

………………………………… …………………………………. ………………………  
(signature) (name) (date)