

GOVERNANCE TOOLS - Handout

Meeting Minutes Template

Name of co-operative _____

Board of directors ____ General meeting _____

Date and time _____

Meeting location and address _____

In attendance:

Recording secretary _____

Chair _____

See sign-in sheet attached (if general meeting)

Directors (if board meeting):

Visitors:

Absent with consent (if board meeting):

Absent without consent (if board meeting):

Agenda items / motions/ discussion

**Action required
Person responsible**

Call to order at _____

Adoption of agenda

Approval of previous minutes of _____

Business arising from minutes

(Record key points considered, decisions made, assignments and deadlines.)

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Agenda items / motions/ discussion

Action required
Person responsible

(Record key points considered, decisions made, assignments and deadlines.)

Close of meeting

There being no further business to conduct, the chairperson declared the meeting closed at ____.

Minute-Taker's Signature _____ Chair's Signature _____

Approved at Board (or General) meeting of _____

Secretary's Signature _____

Date _____