



Webinar

Creating effective minutes for your board meetings

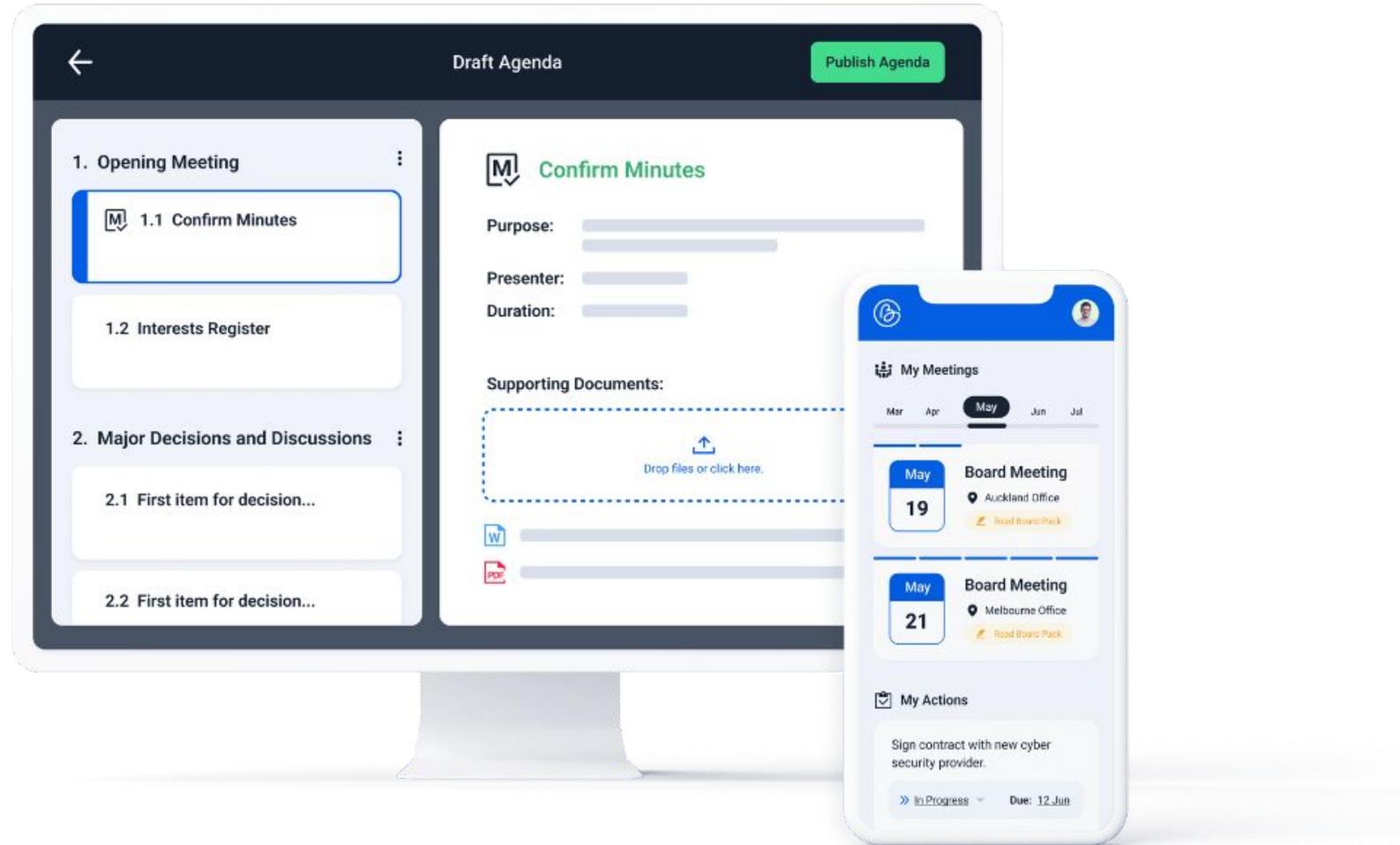
With Dauniika Maclean





BoardPro™

The main logo for BoardPro, featuring a large blue stylized 'B' inside a circle on the left, followed by the text 'BoardPro' in a bold, black serif font with a trademark symbol (TM) to its upper right.





**Making the fundamentals of
governance free and
easy to implement**



Governance Made Easy

Governance Resource Center

Explore free governance resources for growing your organisation and adopting good governance practises. From meeting minutes templates to CEO reporting templates, our comprehensive guides and templates will cover your governance and business essentials.

Content type



Topic



Persona



Search





**Dauniika
Maclean**

Senior Partner
**Independent
Governance Services**



Jen Butler

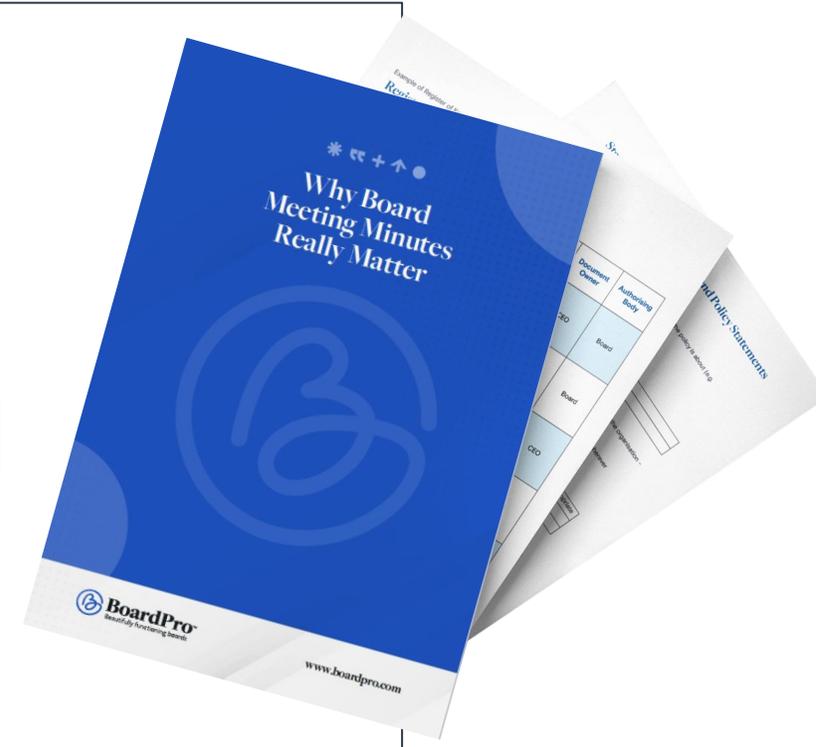
Managing Director
Absolute Gems

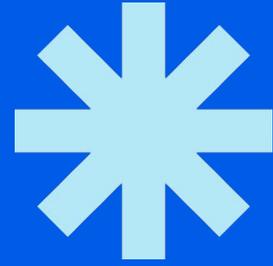


**Margot Foster
AM OLY**

Managing Director
Boardroom Excellence

Slides, webinar video, white paper and templates will be sent to you. Relax, listen and ask questions





**Why are your
minutes
important?**

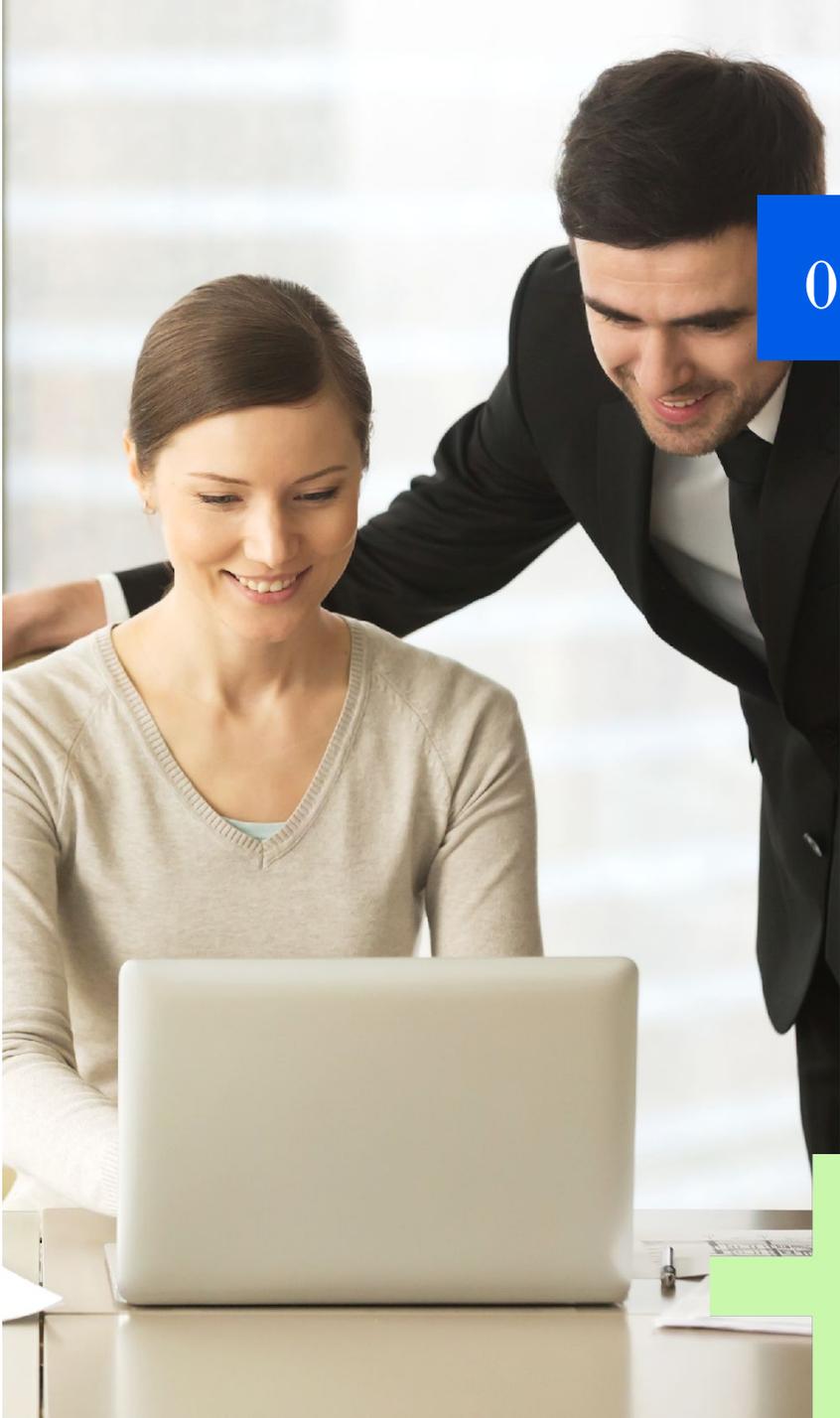


01

To fulfil compliance requirements

Minutes are a legal requirement

Legal compliance is about more than just taking minutes (creating the record) – safe storage and retrieval are also important



02

To demonstrate the integrity and thoroughness of process



Minutes are an enduring record of your board's deliberations

Decisions only or substantive evidence of a thorough decision-making process?

“A letter to the Judge” - courts accept board minutes as the best record of matters in dispute



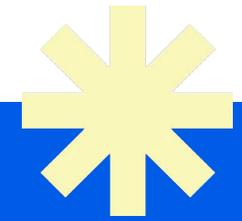


Minutes are evidence (potentially) of how a board has dealt with conflicts of interest

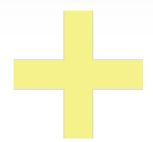


They can correct unfair accusations of board incompetence

03

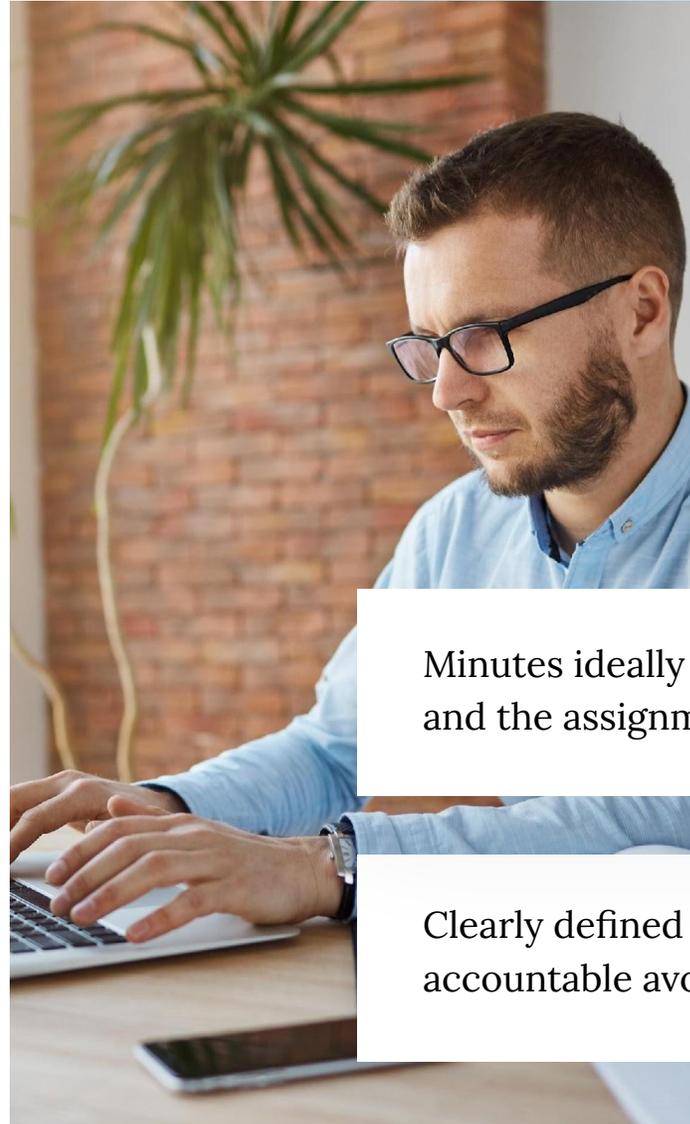
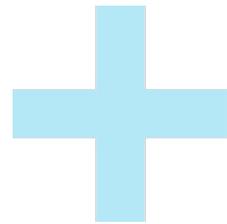


To protect organisational and director reputation



04

To clarify responsibility and track actions

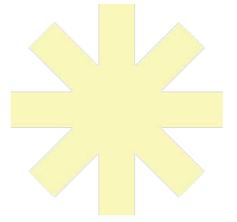


Minutes ideally define the action to be taken and the assignment of responsibility

Clearly defined actions, due dates, and who is accountable avoid any ambiguity

05

As a basis for evaluation and review



Minutes should record the rationale for policy creation or an important decision to facilitate for example:

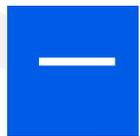
- A post-decision evaluation
- A review of policy



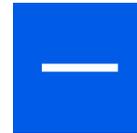
05

To facilitate due diligence, induction, and audit

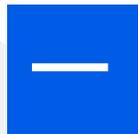
By recording past deliberations, and offering a window on current board issues and practices, minutes:



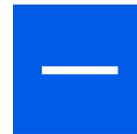
Assist prospective board appointees to undertake due diligence



Support an audit process

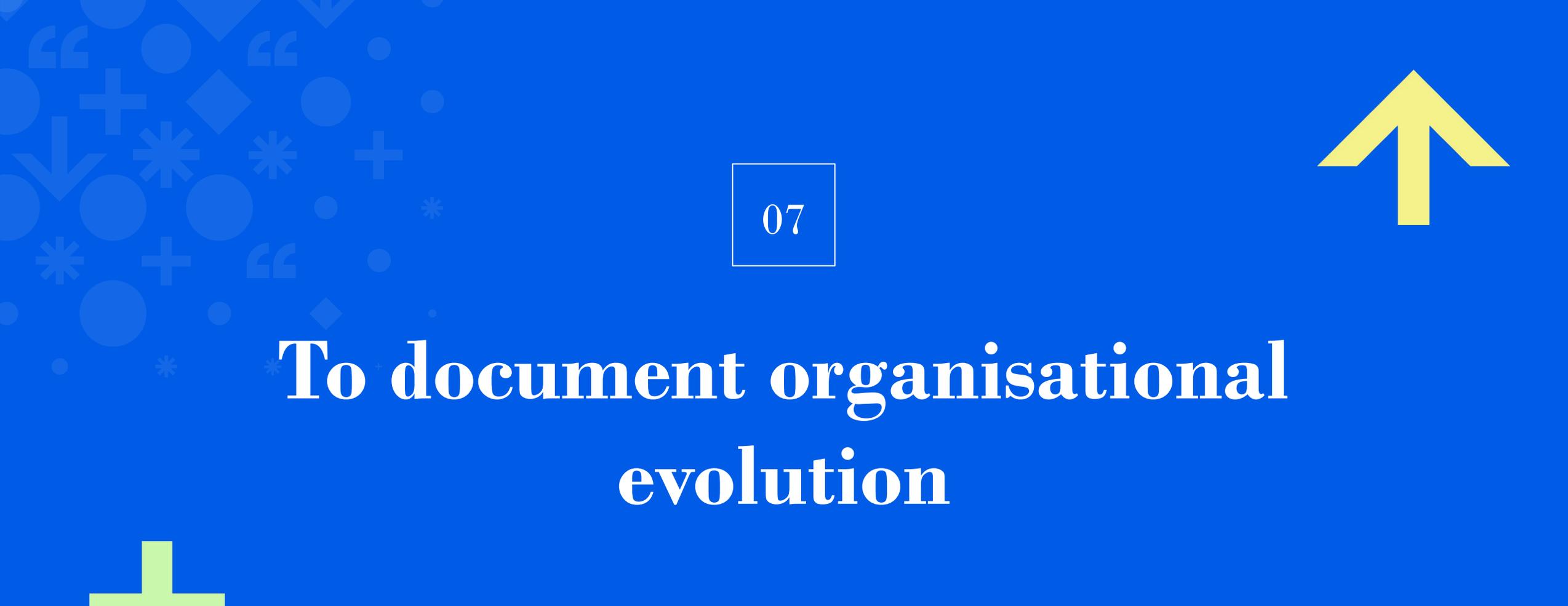


Assist new board members (and new executives) to 'get up to speed'



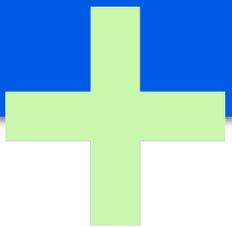
Key documents in mergers and acquisitions due diligence





07

To document organisational evolution



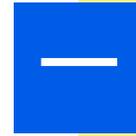
Board (and general meeting) minutes are a first draft of a corporate entities history

Taking the minutes

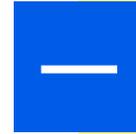




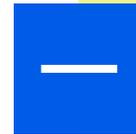
Who should take the minutes?



Someone who has enough understanding of the business of the meeting to be able to record what is significant, but who is not involved in the business of the meeting



The minute taker should be sufficiently confident to query what is being discussed and/or decided



The minute taker is an extension of, and should be explicitly empowered by the board chair to seek any clarification needed



— What should be in the minutes?



Basics Include:

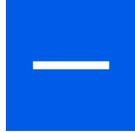
- Title of the meeting
- Date and time (start/finish)
- Venue and place
- Participants (including comings and goings, quorum)
- A description of what business was dealt with, and in what order
- How the business was handled, what was decided (Procedure, discussion, resolutions, votes), and why

— Lenses to review the minutes



- Does it provide enough information that an absent director (or new director) can determine how and why decisions were made?
- Is the information compliant and protect Directors decisions?
- Do they record what is important but are not lengthy and onerous to read?
- Is the tone and culture of the business reflected?

How long should the minutes be?



Minutes are not a transcript of the meeting, and unless there are good reasons otherwise, board minutes do not document who said what



The extent to which matters are documented should be proportional to their substance or materiality



They should be an adequate description of the meeting for someone who was not present



— Preparing and Finalising the Minutes

01

Draft minutes prepared and submitted for review by the chairperson as soon as possible after the meeting

02

Distributed to those present for confirmation or comment (ASAP), and then to anyone else required to act on them

03

Formal confirmation by the board that they are a 'true and correct' record then signed by the chair

04

Signed final version placed in an appropriate storage facility or board portal e.g **BoardPro**

AI Minute-Taking Software: The Reality

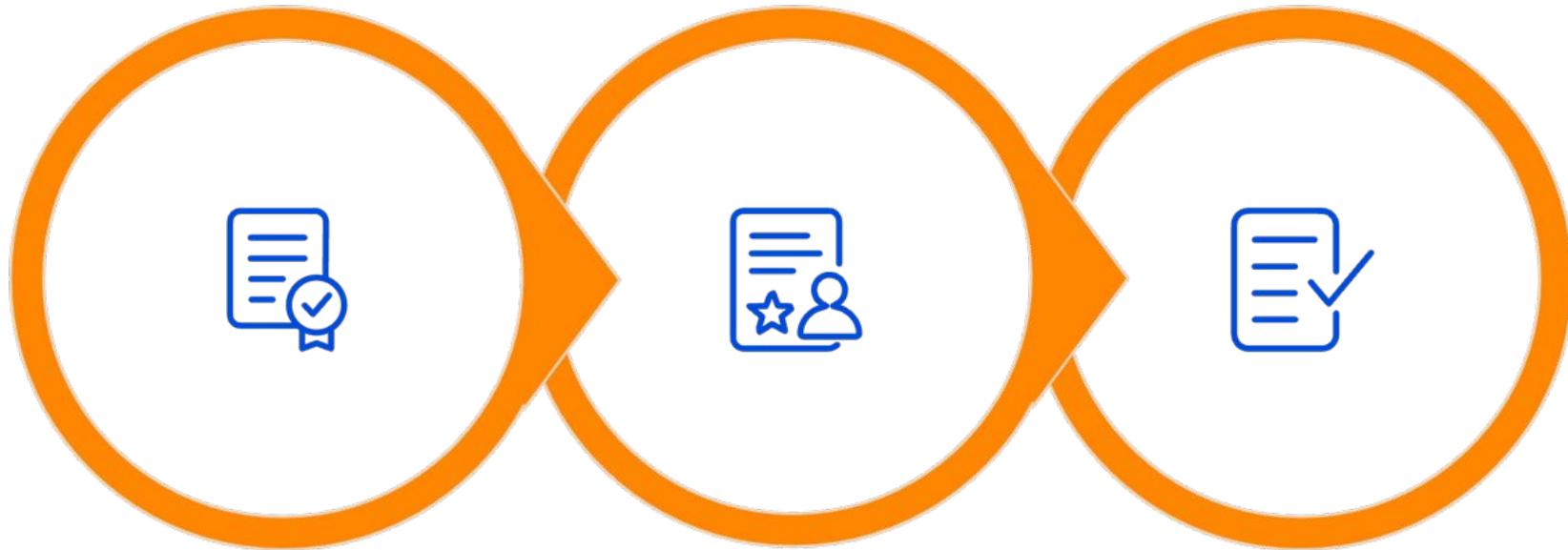
AI Can Draft

Transcription and initial structuring of discussion, resolution, and action points can be automated effectively.

AI Cannot Decide What Matters

Determining materiality, tone, and legal significance requires professional judgment that AI lacks.

Safe minute workflow



AI Draft

Human Review

Formal Approval

Free AI: The Hidden Risks



Data Leaves Your Control

Content entered into public AI may be stored, processed, or used for model training.



No Access Governance

You cannot control who at the AI provider accesses or reviews your data.



No Audit Trail

There is no reliable record of what was uploaded, when, or by whom.



The Golden Rule of AI Confidentiality

If you wouldn't email it to an external party, don't upload it to a public AI tool.



 BoardPro™

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Sarah Taylor





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OLY**

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Webinar Schedule

2026



270.	Developing your annual board work plan	March 5
271.	Managing conflict in the boardroom	March 12
272.	Making the Case: Persuading Your Board to Tackle AI	March 19
273.	Product Webinar: New BoardPro feature - AI Search and Summarise	April 8
274.	The Importance of the Board Consent Agenda	April 9
275.	Your New Board Director Journey - Where do you start	April 16
276.	To pay or not to pay your directors	April 23



Thank you
