**Sample board meeting minutes**

Board meetings are harder to take minutes for. There’s a lot more detail discussed, so you’ll need to make a call on how much to include. Remember, the minutes are the official record and should reflect that the directors upheld their duty of care and fiduciary responsibility. If you’re unsure whether to include something or how to include certain points, ask the chair.

Meeting Chair: Aasa Marshall

Recording Secretary: Kyle White

All board members are present. Quorum was confirmed by the Chair.

1. The Chair called the meeting to order at 6:00pm.

2. Approval of the agenda

The Chair asked that the agenda be accepted as presented. Carried.

3. Approval of the minutes of the June 2020 board meeting

Directors made two changes to the minutes. The Chair asked that the amended minutes of the June 2020 board meeting be accepted. Carried.

4. Announcements and correspondence

The CEO informed the board that the CFO announced her retirement at the end of the quarter. An executive search agency has been hired to support recruitment.

The CEO informed the board that the Co-operative has been nominated for an association award.

5. Old business and updates

1. The CEO provided a report on the capital expansion plan. The board asked questions about the plan’s progress and requested that reports continue to be presented at board meetings.
2. The CEO provided a report on the Co-operative’s fundraising campaign noting that the goal for the quarter has been surpassed. The board asked questions about the activities that have been pursued and the personnel that were involved in the fundraising activities.
3. The Treasurer reported that the new seal arrived and has been used to execute documents since it arrived on June 15th, 2020.

6. New business

1. The Treasurer reported that the Finance and Audit committee has begun working with the auditor to prepare for year-end. The board asked the confidentiality of documents and were assured confidential documents were not removed from the registered office.
2. The CEO presented quotes from two insurance providers for consideration. Following some discussion, the Chair asked that the board approve renewing their insurance policy with Sample Insurance Provider. Carried.
3. The Chair of the Human Resources committee provided a presentation on the revised HR policy. The board recommended some changes be made and an additional section be added to address accessibility. The board requested that the committee study the requested changes and report back at the next board meeting.
4. The Chair of the Governance committee presented a revised Records Management Policy. The board asked about the revisions to the policy. The Chair asked that the Records Management Policy be accepted as presented. Carried.
5. The CEO provided a quarterly report. The board asked questions on financial performance of regional teams, evaluations, and training activities. The Chair asked that the CEO’s report be accepted as presented. Carried.

7. The board moved to an in-camera session.

8. The board determined that the next meeting would take place on August 13.

9. The Chair adjourned the meeting at 8:45pm.