

## BOARD MEETING MINUTES TEMPLATE

REPUBLIC OF ZAMBIA

PATRICK CHULU LEGAL PRACTITIONERS

Name of Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

### Attendees:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Apologies:

1. \_\_\_\_\_
2. \_\_\_\_\_

### AGENDA:

1. Call to Order
2. Confirmation of Previous Minutes
3. Matters Arising
4. New Business
5. Any Other Business (A.O.B.)
6. Adjournment

# PC | LP

## 1. CALL TO ORDER

The meeting was called to order at \_\_\_\_\_ hours by the Chairperson,  
\_\_\_\_\_. A quorum was confirmed.

## 2. CONFIRMATION OF PREVIOUS MINUTES

The minutes of the previous meeting held on \_\_\_\_\_ were presented and confirmed as a true and accurate record.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

## 3. MATTERS ARISING FROM PREVIOUS MINUTES

Discussion was held on the following items arising from the previous meeting:

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## 4. NEW BUSINESS

The following resolutions and deliberations were made under new business:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

## 5. ANY OTHER BUSINESS (A.O.B.)

The following additional matters were discussed:

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## 6. DATE OF NEXT MEETING

It was agreed that the next meeting will be held on \_\_\_\_\_ at  
\_\_\_\_\_.

## 7. ADJOURNMENT

There being no further business, the meeting was adjourned at \_\_\_\_\_ hours.



**CERTIFIED AS A TRUE RECORD OF PROCEEDINGS**

Chairperson: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Official Use – Patrick Chulu Legal Practitioners**

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp: \_\_\_\_\_