

US Board Meeting Minutes Compliance Checklist

- Confirm quorum is present before starting the meeting
- Record full names of all attendees and absentees
- Include date, time, and meeting location (or platform)
- Approve previous meeting minutes at the start
- Document all motions, votes, and outcomes
- Note who proposed and seconded each motion
- Record any conflicts of interest disclosed
- Summarize key discussions (no personal opinions)
- Clearly assign action items and responsible parties
- Record the exact time of adjournment
- Ensure the minutes are reviewed and approved at the next meeting
- Keep signed minutes securely stored for at least 7 years
- Ensure IRS and state filing references are supported by minutes if needed