



MINUTES POLICY

Purpose and Scope

Burdekin Productivity Services Ltd shall document the meetings held or written actions undertaken during the year by the board of directors and each committee commissioned by the board.

Responsibility

Company secretary shall be responsible to ensure that minutes are recorded and retained for all board meetings and for the meetings of any committees of the Board. In the absence of the Company Secretary, another member of the board shall be elected to record the minutes of the meeting.

Policy Details

If a conflict of interest is identified during a board or committee meeting, the BPS' Conflict of Interest Policy shall be followed explicitly, and the issue and any action taken must be noted in the minutes.

Minutes shall begin with basic information, including the name of the meeting, date, time and location of the meeting, a roster of board members in attendance and those who were absent as well as a list of any guests that were in attendance.

The minutes should note if there was a quorum at the meeting.

Minutes shall record actions taken during the meeting, including resolutions passed or failed. It is not required to record any discussion or how each member of the committee voted.

Minutes should be distributed for review by members of the board within 10 days following the meeting of the board or Committee of the board.

Approval of the minutes shall be included as the first item on the agenda of the next meeting of the Committee.

The Company Secretary shall ensure that a copy of the approved minutes is duly signed by the Chairman then retained in the company safe for a period of five years, after which it shall be archived in storage, but never purposefully disposed of.

Board and committee minutes may be made available for review by members of BPS or company appointed auditors upon request, provided the members of the board agree that such review is for a reasonable purpose.

Approved by the board of Burdekin Productivity Services Ltd. on 18th October, 2016.

Signed: CJ Hesp (Board Chairman)

Authorised: BOD © Burdekin Productivity Services	Document Number	Issue: 1 Rev: 1	Date issued: Oct 2016 Review Date: Oct 2017
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