

GREYSON GROUP

CORPORATE GOVERNANCE

Board Meeting Minutes

Formal board minutes documenting attendance, quorum, agenda, disclosures, deliberations, resolutions, votes, and follow-up actions.

CONTROLLED DOCUMENT · NS-049-2026

Mara Klein · 4 August 2026



Contents

Document contents

0.1 Meeting constitution

Record entity, meeting type, date, time, place, chair, secretary, directors present, invitees, apologies, notice, and quorum.

Document control	Detail
Owner	Mara Klein
Reference	NS-049-2026
Effective date	4 August 2026
Status	Ready for review

0.2 Interests and conflicts

Capture declared interests, conflict assessment, recusals, permitted participation, and related-party safeguards.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.3 Prior minutes and matters arising

Record approval or amendment of prior minutes and the status of outstanding actions.

Topic	Decision or outcome	Owner	Due
Prior minutes and matters arising	Outcome recorded	Mara Klein	4 August 2026
Follow-up	Confirm completion evidence	Client team	To be agreed



0.4 Reports and deliberations

Summarize papers considered, material information, questions, alternatives, risks, advice, challenge, and conclusions.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.5 Resolutions and votes

State each resolution exactly, proposer where relevant, votes, abstentions, dissents, conditions, and effective date.

Topic	Decision or outcome	Owner	Due
Resolutions and votes	Outcome recorded	Mara Klein	4 August 2026
Follow-up	Confirm completion evidence	Client team	To be agreed

0.6 Actions and authorities

Assign follow-up actions, delegated authorities, filing or notification requirements, owners, and deadlines.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.

0.7 Close and approval

Record other business, next meeting, close time, circulation, amendments, approval date, chair signature, and record location.

Topic	Decision or outcome	Owner	Due
Close and approval	Outcome recorded	Mara Klein	4 August 2026
Follow-up	Confirm completion evidence	Client team	To be agreed



0.8 Important review notice

This template is a general starting point. Adapt it to the organization, transaction, applicable law, and jurisdiction, and obtain qualified professional review before relying on it.

0.9 Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

Name *

Title or role *

Signature *

Date *