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

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. **Review record:** Assign the owner, evidence, dependencies, decision date, and 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. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.5 Resolutions and votes

State each resolution exactly, proposer where relevant, votes, abstentions, dissents, conditions, and effective date. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.6 Actions and authorities

Assign follow-up actions, delegated authorities, filing or notification requirements, owners, and deadlines. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.7 Close and approval

Record other business, next meeting, close time, circulation, amendments, approval date, chair signature, and record location. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.8 Approval and signatures

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

> **Review notice:** Review and adapt this template with qualified professional advice before relying on it.

Name *

Title or role *

Signature *

Date *