# Board meeting

**Date and time:** Date and time

**Place:**  Street address and more detailed note of the venue if relevant

**Present:** Attendee names

**Opening of the meeting:**

The board meeting was opened by (name) at hh.mm.

**Confirming the quorum and validity of the meeting**

It was stated that the board meeting has been legally convened and constituted a quorum in accordance with the rules.

**Approval of agenda**

The agenda was approved as distributed to be the agenda for this meeting.

**Opening and use of banking services provided by** **Nordea Bank Abp**

The board decided to open a payment account, the Nordea Business online banking service and a Nordea Business Visa Debit card [and some other service] at Nordea.

The board authorised xx (name and personal identity number) to open the above-mentioned services, to sign the agreements governing them and to provide Nordea with the customer due diligence information on our association.

The board granted xx (name, date of birth/personal identity number) the right to receive the user credentials of the Nordea Business online banking service and the right to add the association’s accounts (IBAN) to the Nordea Business online banking service.

The Nordea Business agreement includes a power of attorney for appointing an administrator. According to the power of attorney, the administrator has, among others, an extensive right to authorise other persons to use Nordea Business, the company's accounts and other services in Nordea Business. xx (name and personal identity number) was appointed as the administrator.

In addition, xx (name and personal identity number) has the right to use the new Nordea Business Visa Debit card, which enables cash withdrawals and credit transfers at Nordea branches providing cashier services.

The board authorised xx (name and personal identity number) to terminate the previous access rights to our association’s accounts and to agree with the bank on the termination of the payment services agreements.

**Other matters discussed**

**Closing of the meeting**

The chair announced the meeting closed at hh.mm.

In fidem

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Chair (name in block letters) Secretary (name in block letters)

The minutes of the meeting will be scrutinised and confirmed in accordance with the association’s procedures.