

CHECKLIST · BOARDMATE LITE

Clearing a minutes *backlog*

A practical checklist for board support teams and fund administrators turning a pile of historic meetings into approved minutes, with control intact.

For board support & fund administrators **Read** 6 minutes boardmate.app

Before you start

A backlog clears faster when source material is organised once, up front, rather than rediscovered meeting by meeting. Work through this before generating a single draft.

- ☐ **Build one meeting list.** A single manifest: date, entity, meeting type, and the source files expected for each.
- ☐ **Gather source material per meeting.** Recordings or transcripts, the board pack, previous minutes, support notes, and any separate reports.
- ☐ **Find the previous approved minutes.** They carry house style, defined terms, and what the board normally records.
- ☐ **Name files so a human can verify them.** Consistent naming makes matching checkable, not guesswork.
- ☐ **Flag the gaps now.** Note where a transcript is weak or a pack is missing before drafting, not after.
- ☐ **Agree confidentiality first.** Settle data handling and security review before real board material moves.
- ☐ **Pick a representative first batch.** Five to ten meetings: ordinary, one complex, one short or adjourned, plus prior minutes that show house style.
- ☐ **Confirm the reviewers.** Who comments, who chairs, and who approves each set of minutes.
- ☐ **Set the output you need.** DOCX for the working file, PDF for circulation, actions, and an audit record.
- ☐ **Decide what “done” means.** Approved, exported, filed, with follow-up actions captured.

A controlled clearance, step by step

The aim is a visible pipeline with recovery points, not a heroic sprint through Word files.

Import & preflight	Load the batch and check what matched, what is missing, ambiguous, or recoverable, before any draft is judged.
Draft	Generate formal house-style minutes from the available source material for the whole batch.
Review	Request comments through private links. Capture comments, uploads, and no-comment confirmations against the draft.
Decide	The chair or delegate accepts, rejects, or holds feedback before anything changes the record.
Regenerate	Produce the next version from accepted feedback and chair instructions, with the history preserved.
Approve & export	Export DOCX, PDF, actions, and the audit trail together as one approval package.
Carry forward	Capture open actions and matters arising so the clearance feeds the live cycle, not just the archive.

What good looks like: at any point you can say which meetings advanced, what is waiting, what needs attention, and which outputs are ready to file, without comparing Word versions or searching email.

Clear your backlog with control intact

See Boardmate run this against a representative sample of your own meetings. [Book a demonstration](#) at boardmate.app.