

Australian Institute of Company Directors | Governance Institute of Australia

Webinar

# Board Minutes in the Age of AI

Wednesday, 21 May 2025

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## Housekeeping

 <p>All attendees are muted</p>	 <p>Reminder: Be mindful not to reveal any confidential or sensitive information in chat or verbally</p>	 <p>Have a question? Please submit questions to the chat</p>	 <p>Experiencing technical issues? Please let us know by writing in private chat to Cahoot</p>	 <p>Your feedback is important! We'll send you a post-webinar survey</p>	 <p>PPT You should have received a summary of our slide deck pre session and via the chat today</p>
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PLEASE LET US KNOW

# What are you hoping to take away from today's session?

Please add your response to the chat.

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## Acknowledgement of Country

Wola Molang – Walk Together  
Artist: Saretta Fielding

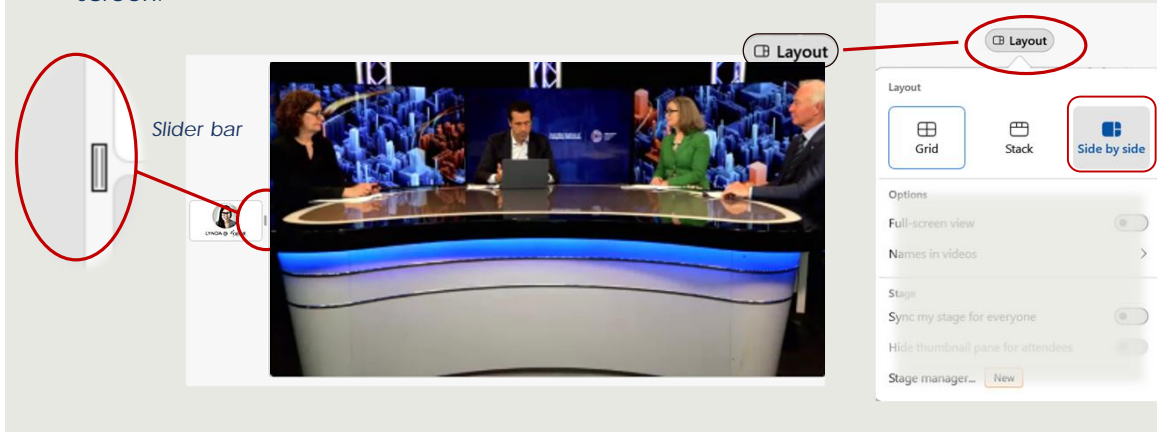
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### HOST



**Louise Petschler**  
GAICD  
General Manager, Governance  
& Policy Leadership, AICD

Louise has extensive experience in public policy, government, advocacy and executive roles, including six years as CEO of a national peak body in financial services.

Louise has a proven record in managing complex issues and reform and is committed to making a positive contribution to the community through professional and challenging work that supports a prosperous and fair society.

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## What we will cover

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Key developments and updates to Joint Statement
- 2

Purpose and content of board minutes
- 3

Evolving practices in minute taking, including use of AI
- 4

Risks in using AI for draft minute preparation
- 5


Steps to safeguard integrity of board minutes if using AI
- 6

Audience questions

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### PANEL




**Graham Bradley**  
AM FAICD  
Chair, Infrastructure NSW

Graham Bradley is a professional company director and chair. He is currently the Non-executive Chair of Infrastructure New South Wales and Shine Justice. He is also Chair of Virgin Australia International Holdings, Waveconn, Symphony Infrastructure Partners and a Director of Tennis Australia.

Graham also serves on the boards of NFP organisations, including the State Library of NSW.

In 2009, he was made a member of the Order of Australia in recognition of his contributions to business, medical research and the arts.



**Naomi Edwards**  
FAICD  
Chair, AICD

Naomi Edwards is the current Chair of the AICD, as well as sitting on numerous listed and unlisted boards.

An actuary by profession, she is a former partner of Deloitte where she ran the Australian financial services industry group.

She currently sits on the boards of TAL, Propel Funeral Partners and Yarra Funds Management and is a member of the Climate Governance advisory committee. She is the former Chair of Spirit Super, Australian Ethical Investments, Accurium and the Actuaries Institute.

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PANEL



**Dominic Millgate**  
 FGIA MAICD  
 Group Company Secretary,  
 Woolworths Group

Dom Millgate has over 20 years' experience in senior legal and governance roles including in ASX-listed groups with global operations, spanning retail, financial services, manufacturing and construction industries.

He holds a Bachelor of Finance, a Master of Laws, and is a Fellow of the Governance Institute of Australia.



**Catherine Maxwell** FGIA  
 General Manager, Policy &  
 Advocacy, GIA

Catherine has a strong background in governance and policy gained at the Australian Prudential Regulation Authority, the ASX Corporate Governance Council, ASX, the Australian Institute of Company Directors and the Financial Services Council.

Qualified as a lawyer, she has also held roles as a company secretary with The Cancer Council NSW, NPP Australia Limited and Father Chris Riley's Youth off the Streets Limited. She has been at Governance Institute since 2017.

Key developments

A refreshed legal opinion by Dominique Hogan-Doran SC and Douglas Gratton confirms that the law has not changed with respect to board minutes.

Practices have evolved in recent years, including:

- Using technology to convene board meetings virtually or in hybrid format
- Storage and signing of minutes in an electronic format
- Using AI in draft minute preparation

AI can be used in draft minute preparation to:

- Record and produce a transcript of board meeting discussions
- Generate draft minutes using inputs (e.g. notes, transcripts or board papers)

# Effective Board Minutes – Joint Statement



[Download here](#)

Updated Joint Statement includes:

- Considerations for the use of AI in draft minute preparation.
- Associated risks and limitations within AI tools to be aware of.
- Key safeguards for boards, management and company secretaries to consider if using AI.


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## Panel discussion

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POLL

**Does your organisation currently use AI tools in draft minute preparation?**

Select a single response

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**A** Yes

**B** No

**C** Unsure

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## Measures to safeguard the integrity of minutes if using AI


 <b>Human oversight</b>	 <b>Policies &amp; procedures</b>	 <b>Accountability</b>	 <b>Internal controls and security</b>	 <b>Training</b>
Ensure a governance professional always takes their own notes of the board discussion as a source of truth, and reviews and refines any output generated by an AI tool in the first instance	Have clear policies and processes for AI use in minute preparation, including approved & trusted AI tools, and what information is not acceptable to upload to an AI tool	Define and document responsibilities for providing detailed reviews, verifications and corrections, including chains of approval for subsequent reviews by the chair and board	Understand how and where third-party AI providers store board papers, meeting transcripts and draft minutes, what security/encryption measures are in place, and who has access to them	Train on AI use, risks and oversight – including how directors can assist AI through effective communication & chairing, and how governance professionals can instruct AI to focus on key board decisions and actions within the agenda

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# AICD resources

DIRECTORS' GUIDE TO AI GOVERNANCE




[FIND OUT MORE](#)

DATA GOVERNANCE FOUNDATIONS FOR BOARDS



[FIND OUT MORE](#)

AI FLUENCY FOR DIRECTORS



[FIND OUT MORE](#)

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# GIA resources

2025 AI Deployment and Governance Survey Report



[FIND OUT MORE](#)

AI Ethics and Governance – White Paper



[FIND OUT MORE](#)

Artificial Intelligence (AI) and Board Minutes



[FIND OUT MORE](#)

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