

Governance Reset sample

Cedar Community Association / fictional

Starting problem	The fictional association needs one traceable decision record and owned actions after each meeting. Existing emails remain source material; they are not the authoritative decision log.
Worked decision D-001	Decision: trial one shared action register for the next three meetings. Authority: the fictional committee within its assumed operational remit. Rationale: make owners and review dates visible. Owner: secretary. Status: trial approved in this fictional scenario.
Retained disagreement	One committee member is concerned that maintaining the register may add work. Keep that concern attached to D-001 and assess maintenance effort during the trial rather than describing the decision as unanimous.
Linked action A-001	Prepare the register using existing actions. Responsible role: secretary. Review point: before the next meeting. Completion evidence: register ready for the committee to inspect. Status: open.
Linked action A-002	Confirm each action owner and review date. Responsible role: chair. Review point: at the next meeting. Completion evidence: each active row has one responsible role and a next review. Status: open.
Linked action A-003	Assess usefulness and maintenance burden. Responsible role: treasurer. Review point: after meeting three. Evidence: operators describe time used, missing actions and changes needed. Status: not yet due.

Meeting-to-action operating guide

Before the meeting	Review open actions. Confirm what needs a decision and who has authority. Link the relevant source and proposed outcome in the agenda.
During the meeting	Record the actual decision, rationale and disagreement. Assign an owner and review point to each resulting action. Do not turn a discussion item into an approved decision.
After the meeting	Circulate the checked record through the agreed channel. Link actions back to the decision. Correct errors while preserving the previous record and explanation.
Close an action	Require completion evidence. If the task changes, record the amendment and authority. Paused, cancelled and completed are different states.
Simple risk entry R-001	Risk: the register becomes an extra reporting burden. Owner: secretary. Control: use one shared record, remove duplicate lists and check operator effort at meeting three. Escalation: committee decides whether to amend or stop the trial.
90-day roadmap	Days 1-30: map authority and trial the records. Days 31-60: repair gaps and remove duplication. Days 61-90: review usefulness, agree ownership and decide the ongoing routine. These are sample planning periods, not a delivery promise.
Acceptance	A person who missed the meeting can identify what was decided, who acts next, when it will be reviewed and how dissent was handled. This sample provides operational guidance, not legal or regulated assurance.