

Minute Templates

Trustee 101 - Lesson 3: Meeting Minutes Are Not Optional

These five templates cover the most common trustee decisions that need documented minutes. Print them. Keep them with your trust documents. Use them every single time you make a decision.

Each template follows the 5-Minute Minute system: Date the decision, what was decided, why it was decided, who was informed, sign it, file it. Five minutes. Four questions. Every time.

These templates are for educational purposes. They are not a substitute for legal advice. For complex decisions, consult a qualified attorney.

Templates Included:

1. Distribution Decision - Approving or denying a beneficiary distribution
2. Investment Decision - Changing investment strategy or reallocating assets
3. Beneficiary Request - Responding to a beneficiary's request for funds or property
4. Co-Trustee Decision - Joint action with another trustee
5. Discretionary Override - Departing from default trust rules using granted discretion

TrustOffice makes this automatic.

The AI Minutes Builder turns three bullet points into a formal WHEREAS/RESOLVED resolution in sixty seconds. Try it free at trustoffice.app

Complete this template when the decision is made. Same-day documentation is the legal standard. File the signed copy with your trust records.

Template 1: Distribution Decision - Record

Date of Decision:

Decision:

Beneficiary:

HEMS Category:

Reason:

Trust Provision:

Documentation:

Other Beneficiaries Considered:

Approved / Denied \$_____ to _____

Health / Education / Maintenance / Support

Trustee Signature

Date

Complete this template when the decision is made. Same-day documentation is the legal standard. File the signed copy with your trust records.

Template 2: Investment Decision - Record

Date of Decision: _____

Decision: Buy / Sell / Reallocate \$_____ in _____

Asset(s) Involved: _____

Reason: _____

Risk Analysis: _____

Trust Document Authority: _____

Professional Advice Consulted: _____

Impact on Beneficiaries: _____

Trustee Signature

Date

Complete this template when the decision is made. Same-day documentation is the legal standard. File the signed copy with your trust records.

Template 3: Beneficiary Request Response - Record

Date of Decision:

Beneficiary Name:

Request:

Decision:

Reason:

Trust Provision:

Documentation Reviewed:

Beneficiary Notified On:

Approved / Denied / Partially Approved

Trustee Signature

Date

Complete this template when the decision is made. Same-day documentation is the legal standard. File the signed copy with your trust records.

Template 4: Co-Trustee Decision - Record

Date of Meeting:

Trustees Present:

Decision:

Discussion Summary:

Vote/Agreement:

Reason:

Dissenting Trustee (if any):

Next Steps:

Unanimous / Majority

Trustee Signature

Date

Complete this template when the decision is made. Same-day documentation is the legal standard. File the signed copy with your trust records.

Template 5: Discretionary Override - Record

Date of Decision:

Default Rule Being Overridden:

Discretion Invoked:

Decision:

Reason for Override:

Trust Document Authority:

Beneficiaries Affected:

Professional Advice Consulted:

Trustee Signature

Date