

Noetfield Trust Ledger

Sample Board Memo

Prepared for	Board / Executive Sponsor
Prepared by	Noetfield Systems Inc. - Governance & Risk (sample)
Reporting period	Q4 2025 (illustrative)
Version	v2.3
Issued	2025-12-20
Classification	Public sample (non-confidential)

Purpose. Provide board-level visibility into AI governance posture, material changes, and actions requiring approval. This is an illustrative template for demonstration purposes only and does not constitute legal advice.

Public intake note. If shared externally, treat as non-confidential and avoid sensitive operational details.

1. Executive Summary

Overall posture is **Managed** with targeted gaps. Evidence discipline is improving; procurement readiness is progressing; material risks relate to vendor evidence, access control hygiene, and change tracking for Copilot-integrated workflows.

KPI	Current	Trend	Target
AI use-cases inventoried	42	Up	>= 40
High-risk items open	3	Down	0-2
Vendor evidence completeness	78%	Up	>= 85%
Copilot workspaces in scope	9	Up	All

Board actions required (this period)

ID	Decision	Rationale	Requested by	Due
BA-01	Approve AI Use Policy v2.1	Align allowed uses, logging, and retention with procurement expectations and access-control baselines.	Governance Office	2026-01-31
BA-02	Mandate vendor evidence clause for renewals	Require minimum evidence pack (SOC2/ISO, DPA, data flow) for AI-enabled vendors in renewal workflow.	Procurement	2026-02-15

2. Scope and Method

Scope. AI-enabled tools and workflows used across the organization, including Copilot-related integrations and third-party vendors. This sample assumes a mid-sized Canadian organization with quarterly board reporting cadence.

Method. Evidence-first collection: inventory validation, access review, policy/control mapping, incident review, and procurement artefact review. Findings are summarized as controls with status and evidence references.

In scope	Copilot usage, AI tooling inventory, vendor risk pack, data access, logging, incident register, change management.
Out of scope (sample)	Model training pipelines, production ML systems, regulated medical/financial models, national security systems.
Primary artefacts	AI inventory, vendor registry, access list, incident log, change log, policy set, control test notes.

3. Material Changes Since Last Period

Change	Impact	Risk	Control response	Owner
Expanded Copilot pilots to 3 additional teams	More users + data touchpoints	Medium	Update inventory, access review, and logging baseline.	IT / Governance
New vendor: transcription workflow	New data processor	Medium	DPA review, data flow diagram, retention schedule.	Procurement / Legal
Policy refresh drafted (v2.1)	Clarifies allowed uses	Low	Board approval requested (BA-01).	Governance Office

4. Incidents and Exceptions

This section summarizes material incidents and exceptions. For a public sample, details are anonymized.

ID	Type	Summary	Impact	Status	Next step
INC-07	Access	Over-permissioned workspace identified and remediated.	Low	Closed	Quarterly access recertification.
INC-09	Vendor	Missing evidence pack for renewal; procurement blocked pending documentation.	Medium	Open	Collect evidence by 2026-01-20.
EXC-03	Policy	Temporary exception approved for pilot with expiry date.	Low	Time-bound	Expire exception by 2026-02-01.

5. Control Posture Snapshot

Controls are summarized at board level. Detailed test notes and evidence references should be kept in annexes.

Control area	Control	Status	Evidence	Notes
Inventory	AI use-case registry maintained	Effective	INV-REG-2025Q4	Coverage meets target; periodic checks recommended.
Access	Least privilege for AI workspaces	Partially effective	ACC-REV-2025Q4	Recent cadence set; two teams pending clean-up.
Vendor risk	Minimum vendor evidence pack	Gap	VND-REQ-BASELINE	Contract clause + checklist required (BA-02).
Change mgmt	Change log for AI-enabled workflows	Partially effective	CHG-LOG-2025Q4	Owner assignment + expiry dates need improvement.

6. Next 30-90 Days Plan

Workstream	Deliverable	Definition of done	Owner	Due
Governance	AI Use Policy v2.1	Approved, published, acknowledged	Board / Governance	2026-01-31
Procurement	Vendor evidence clause	Standard clause + checklist in renewal workflow	Procurement / Legal	2026-02-15
Operations	Copilot access baseline	Quarterly recert schedule + exceptions log	IT	2026-02-28
Reporting	Ledger cadence	Quarterly board pack + annex refresh	Governance Office	Ongoing

Annex note. For enterprise distribution, keep the board pack short and attach annexes separately (landscape tables, evidence lists).