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| **Agenda**Board of  | Meeting number: Date: Time: From: To:Location:  |
| Item | Status | Presented By |
| **Administrative** |
| 1. | Board-alone time |  | Chair |
| 2. | Welcome, karakia,  |  | Chair |
| 3. | Conflicts of interest register |  | Chair |
| 4. | Minutes of the last meeting |  | Chair |
| 5. | Matters arising from last meeting |  | Chair |
| **Reporting** |
| Management report |
| Financial report |
| Health and safety report |  |  |
| **Key topics that need board approval** |
|   |  Vote: Yes / No / Abstain |  |  |
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|   |  |  |  |
| **Board Discussion Papers** |
| Funding opportunities |  |  |
| Sponsorship opportunities |  |  |
| Any general business |  |  |
| **In Closing** |
| Review of meeting |  | All |
| Last question of the day |  |  |
| **Next meeting** | Meeting number: Date: Time: From: To:Location:  |