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| Minutes of the meeting of | | Meeting number: Date:  Time: From: To:  Location: |
| Present:  Apologies: | | |
| **Administrative** | | |
| **1.** | Welcome / Karakia | |
| **2.** | Conflicts of interest register | |
| **3.** | Minutes of the last meeting  Resolution: *That the minutes of the meeting dated* ***XXXX***  *be accepted as a true and   accurate record.*  Moved: [by] Seconded: [by]  Motion passed: Yes / No | |
| **4.** | Matters arising from the minutes of last meeting | |
| **Financial Reports** | | |
| Resolution: *That the financial report for the period dated* ***XXXX*** *be received and approved.*  Moved: [by] Seconded: [by]  Passed: Yes / No | | |
| **Management Reports** | | |
| Resolution: *That the management report for the period dated* ***XXXX*** *be received and approved.*  Moved: [by] Seconded: [by]  Passed: Yes / No | | |
| **Board Discussion Papers** | | |
| Funding opportunities | | |
| Sponsorship opportunities | | |
| **General business** | | |
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| **Next meeting:**  The next meeting of will be held on [date] , **[time]** at **[location]** | | |
| These minutes have been accepted as a true and accurate record by the board of  Signed: Date:  Chair | | |