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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 meetingResolution: *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 ofSigned: Date: Chair |