**KYEEMA SUPPORT SERVICES INC**

**Board Meeting Agenda/Minutes**

**[insert date & time]**

In person but with the option of Zoom

50 Lalor Street Portland

**Board Directors: Role Attendees: Role**

**Apologies:**

|  |
| --- |
| **Our Vision:**  People of all abilities are able to actively participate as valued members of our community. |

|  | **ITEM** | **Paper Y/N** | **Action/Status** | **Page Nos.** |
| --- | --- | --- | --- | --- |
| **1** | **Meeting Opening** |  |  |  |
|  | * 1. Welcome & Apologies |  |  |  |
| * 1. Declaration of conflict of interest |  |  |  |
| * 1. Previous minutes – confirmation and approval |  |  |  |
| * 1. Business arising (refer to action list) |  |  |  |
| * 1. Correspondence | *Y* | *For noting* | *-* |
| **2** | **Presentation (if any)** |  |  |  |
|  | 2.1 |  |  |  |
| **3** | **Matters for Decision** |  |  |  |
|  | 3.1 |  |  |  |
|  | 3.2 |  |  |  |
|  | 3.3 |  |  |  |
|  | 3.4 |  |  |  |
| **4** | **Matters for Discussion** |  |  |  |
|  | 4.1 CEO Strategic Report |  |  |  |
|  | 4.2 Finance Report |  |  |  |
|  | 4.3 Committee Chair Reports (if any) |  |  |  |
|  | 4.4 CEO & Management Team Reports |  |  |  |
| **5** | **Matters for Noting** |  |  |  |
|  | 5.1 Finance, Audit, Risk Committee |  |  |  |
|  | 5.2 Governance Committee |  |  |  |
|  | 5.3 Housing & Development Committee |  |  |  |
|  | 5.4 Fundraising Committee |  |  |  |
| **6** | **General Business** |  |  |  |
|  | 6.1 |  |  |  |
|  | 6.2 |  |  |  |
|  | 6.3 |  |  |  |
|  | 6.4 |  |  |  |
| **7** | **Next meeting** |  |  |  |
|  | 8.1 Next meeting date |  |  |  |

*Appendices to agenda for this meeting:*

1. Correspondence list for Board Meetings *[insert month & year]*