**Committee Meeting Agenda Template**

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| **Date:** |  |
| **Location:** |  |
| **Meeting Opened At:** |  |

1. **Present**
2. **Apologies**
3. **Minutes of Previous Meeting**
	1. Amendments to Previous Minutes
4. **Business arising from Previous Minutes**
5. **Correspondence**
	1. Correspondence in
	2. Correspondence out
6. **Reports**
	1. Treasurer – Budget to Actual
	2. Board Member- Champion/ Port Folio Reports
	3. Schedule Policy Review
	4. Strategic Plan
		1. Goals
		2. Key Performance Measures Reports
		3. Strategy Review
	5. CEO Report
7. **General Business**
8. **Next Meeting**

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| **Meeting Closed At:** |  |
| **Chairman:** |  | Date: |
| **Secretary:** |  | Date: |