**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: |