**XYZ ENTITY INC / LTD**

**MEETING OF THE BOARD OF DIRECTORS**

**TO BE HELD AT ????????**

**ON ??????????????**

**At 6.00pm**

**AGENDA**

1. **Meeting to commence at 6.00pm sharp**
2. **Attendance / Apologies/** **Confirmation of a quorum**
3. **Minutes of Previous Meeting/s (copy attached)**
   1. Approval of the minutes as a true record of the previous meeting/s
   2. Business arising from previous minutes – refer to Action Plan attached to Agenda
4. **President’s / Secretary’s Report** 
   1. Matters requiring Decisions to be made by BOD’s
5. **Treasurers Report**

5.1 Discussion on the financial position and performance of AFLGCJ

5.2 Approval of the Financial Statements

1. **Membership Update**

6.1 Matters that need to be discussed

6.2 Matters that need to be resolved

1. **Board Matters**

7.1 Complete items from the “Annual Board Plan” for the month of ?????

7.1.1

7.1.2

7.2 Strategic Plan – Proposed changes in direction (BOD’s to submit)

7.3

1. **Sub Committee Reports**

8.1 Operations Sub Committee Report – Discussion of Recommendations by BOD’s

8.2 Circuit Safety Sub Committee Report – Discussion of Recommendations by BOD’s

8.3 Racing Sub Committee Report – Discussion of Recommendations by BOD’s

1. **Upcoming Events and Races**

9.1 Event ???? – Decision required by the BOD

9.2 Event ???? – Matters for noting only

9.5 Other matters that have arisen since the report was sent

1. **General Business**

9.1 Matters submitted by BOD’s that are for noting only

1. **Future Meetings**

13.1 Board of Directors – Wednesday ??? March 202? at venue name – 6.00pm

13.2 Members – Wednesday ??? March 202? at venue name – 9.00am

**MATTERS ARISING FROM THE MINUTES OR OUTSTANDING FROM PREVIOUS MINUTES**

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| **Date of**  **Meeting &**  **Minute Ref.** | **Matter to be Actioned:** | **Person**  **Responsible**  **For action:** | **Date to be**  **Actioned**  **By:** | **Date**  **All Action**  **Completed:** |
| 01/01/10-5.1 | Book conference room for Strategic Planning Day | Mary Jones | 14/01/20 |  |
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| **Date of**  **Meeting &**  **Minute Ref.** | **Record of Matters Completed**  **since the last Meeting** | **Person**  **Responsible**  **For action:** | **Date to be**  **Actioned**  **By:** | **Date**  **All Action**  **Completed:** |
| 15/11/09-5.2.3 | Draft Strategic Plan | Joe Smith | COMPLETED | 25/12/19 |
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