

Board Meeting Agenda
Tuesday 28th March 2017, 7.15 for 7.30pm
Royal Park, 1101 Warrenheip Street, Buninyong.

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|---|---------------|
| 1. Attendance and Apologies | Andrea |
| 2. Minutes of previous meeting | Andrea/Sandra |
| 3. Correspondence: | Andrea |
| In: | |
| <i>i. Nil</i> | |
| Out: | |
| <i>ii. Three grant applications</i> | |
| 4. Treasurers Report | Xenon/Peter |
| 5. Executive Assistant Report | Michelle |
| <ul style="list-style-type: none">• Draft SOP for Accounts Payable• Board Policy: Financial & Delegated Authority• New Keybox / password & key register• Protocol re contacting the Committee directly | |
| 6. Phoenix Project Update | Jane |
| 7. General business/Business Arising | Andrea |
| 8. Landcare Groups Report, | Nick |
| 9. Project Officers Report | Jane |
| 10. Coordinators Report | Nick |
| 11. Proposed date of next meeting | Sandra |