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Management Committee Meeting Agenda

Wednesday 13/12/2017

1. Establish Quorum

2. Apologies

3. Business arising from last meeting

- C91.3 Promotional
- Bunnings BBQ 11/11/17
- Fisher's Ghost Stall
- Updating and redeveloping brochures to include NDIS clients
- Strategic Planning Meeting

4. Treasurer & Financial Reporting

- As per Financial Report
- Appointment of Auditor

5. Correspondence

- Quality Review Report

6. Coordinators Report

- As per Coordinators Report

7. General Business

- Pilot Project with Family and Community Project
- Retail Arm (Legal Advice)

8. WH & S

- Office Audit
- Accident and incident Adverse event.

9. Marketing & Promotions

- Bunnings BBQ – 11/11/17 (Sat)
- C91.3 ongoing advertising with a different approach

10. Policy & Procedures

- Policy: Section 15; Privacy and Confidentiality

11. Equipment Management

Next Business Date: 14/02/2018 – 10am

