

## HASSRA [Insert Association] Board of Management Meeting

DD/MM/YYYY

Present:

Chair:

Minutes:

**Item 1: Welcome & Apologies [Chair]**

**Outcome:** Insert names

**Item 2: Approval of Minutes [Chair]**

**Outcome:** Approved/List amendments.

**Item 3: Matters Arising [Chair]**

**Outcome:** See AP Update.

**Item 4: Regional Report**

**Outcome:** Regional Issues

National Issues

**Item 5: Regional Finance Report [Insert Name]**

**Outcome:** FSC Meeting

Regional Finance Managers Report

**Item 6: Sub-Committee Feedback [Insert Name]**

**Outcome:**

**Item 7: Agenda Item [Insert Name]**

**Outcome:**

**Item 8: Agenda Item [Insert Name]**

**Outcome:**

**Item 9: AOB**

**Outcome:**

**Item 10: Review & Close**

**Outcome:**