

<b>Meeting Date</b>		<b>Attendees</b>	
<b>Time</b>			
<b>Location</b>			
<b>Chair</b>		<b>Apologies</b>	
<b>Scribe</b>			

## **1. Meeting Opening - Chairperson 10 Minutes**

- 1.1.Apologies
- 1.2.Previous Minutes
  - 1.2.1.Confirmation
  - 1.2.2.Matters Arising / Action List

## **2. Matters for Decision**

- 2.1.Major Strategy Decisions
- 2.2.Capital Works Projects - Expenses Decisions

## **3. Matters for Discussion**

- 3.1.CEO's Report
  - 3.1.1.Significant Issues
  - 3.1.2.Media Matters
  - 3.1.3.Major Upgrades
  - 3.1.4.Consultation Process
- 3.2.Sales Report
  - 3.2.1.Quarterly Results
  - 3.2.2.Projections
- 3.3.Marketing Report
  - 3.3.1.New Campaign Update
- 3.4.Other Matters for Discussion

## **4. Matters for Noting**

- 4.1.Updated Marketing Calendar
- 4.2.Other Matters (as required)

## **5. Meeting Finalisation**

- 5.1.Review actions to be taken
- 5.2.Next meeting
- 5.3.Meeting Close