**KYEEMA SUPPORT SERVICES INC.**

# Agenda/Minutes for the <insert meeting name> Meeting

<day> <date> <month> <year> at <time>

(<location>)

Our Vision:

People of all abilities are able to actively participate as valued members of our community

**Attendees:**

<name> <position>

**Apologies:**

<name> <position>

|  | ITEM | **Action/Status** |
| --- | --- | --- |
| **1.** | **Welcome, Apologies, Absentees** |  |
|  |  |  |
| **2.** | **Minutes from Previous Meeting** |  |
|  | Acceptance of the minutes of the previous meeting held <insert date> as a true and correct record | |
| **3.** | **Business Arising** |  |
|  |  |  |
| **4.** | **Occupational Health and Safety** |  |
|  |  |  |
| **5.** | **Risk Management** |  |
|  |  |  |
| **6.** | **General Business** |  |
|  |  |  |
| **7.** | **Next Meeting** |  |
|  |  |  |

*Meeting Closed: <time>*

Attachments:

|  |  |  |
| --- | --- | --- |
| ***Action List*** | ***Person/s Responsible*** | ***Progress / Status*** |
| *Actions from meeting <insert date>* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |