# MANAGEMENT COMMITTEE MEETING MINUTES

RYSS Inc.

123 Donnison Street Gosford

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| --- | --- | --- | --- |
| **Meeting Date:** | **[[date of meeting]]**  | **Time Meeting Opened:** | **[[time]]** |
| **1. Present** |  |
| **2. In Attendance** |  |
| **3. Apologies** |  |

| **Agenda Item** | **Discussion** | **Decision/Action** |
| --- | --- | --- |
| **4. Conflict of Interest**  |  |  |
| **5. Additional items for Agenda** |  |  |
| **6. Acceptance of previous minutes** |  |  |
| **7. Business arising from previous minutes** |  |  |
| **8. Correspondence** |  |  |
| **9. Business arising from Correspondence** |  |  |
| **10. CEO**  |  |  |
| **11. Operations Manager Report** |  |  |
| **12. Financial Reports** |  |  |
| **13. WH&S** |  |  |
| **14. Complaints and feedback** |  |  |
| **15. Policies and procedures** |  |  |
| **16. All Documents signed since last meeting to be ratified** |  |  |
| **17. General Business**  |  |  |

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| **Time Meeting Closed:** | **[[time]]** | **Next Meeting:** | **Date:** | **[[date]]** | **Time:** | **[[time]]** |

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| **Chairperson Signature:** | **Chairperson Name:** | **Date:** |