[Insert BIA Name] Board of Management Confidential Meeting Minutes

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**Date:** [Insert Date]

**Time:** [Insert Meeting start time]

**Location:** [Insert Location]

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| --- | --- |
| Attendance | [Insert Board Member Names and Title] |
| Regrets | If any [Insert Board Member Names and Title] |
| Absent | If any [Insert Board Member Names and Title] |
| Staff | [Insert Staff Name] |
| Guests | If any [Insert Guest names and business] |

|  |  |
| --- | --- |
| **Agenda Item** | **Action(s)** |
| **1. Human Resources Committee Report**   * Include Committee report details, comments and/or Board direction | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **2. Confidential Matter**   * Include details, comments and/or Board direction | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **3. New Business**   * Section is for open discussion of any topics not included within the Meeting Agenda * Include relevant details and/or comments | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **4. Adjournment**  Meeting adjourned at [Insert meeting end time] | **Motion: Adjourn Meeting.**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |