[Insert BIA Name] Board of Management Confidential Meeting Minutes

*Notice: The enclosed Minutes contain confidential and privileged information intended exclusively for the use of Board of Management and designated City Staff. Disclosure, distribution, or reproduction of any portion of this document to unauthorized individuals or external parties is strictly prohibited. Hard copies of the Confidential Minutes will be provided to Board Directors solely at the discretion of the appropriate authority and only when deemed necessary.*

**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.* |