

September Meeting Agenda



Notice of general meeting

All members of the corporation are advised that a general meeting of the members of Bilbila Peoples Corporation will take place as follows:

Time: 7pm – 8pm
Date: 20 September 20xx
Place: Bilbila Meeting Room 2
Technology: Video link sent to all members

On arrival at the meeting, members should check the register of members and if needed, update their name, address and any other details.

Purpose of the meeting

This meeting has been called to continue with general business of Bilbila.

Agenda

Item	Description
1	Welcome, attendees and apologies: 1.1 Acknowledgement 1.2 Confirm the chair and minute taker for the meeting. 1.3 Attendees 1.4 Apologies 1.5 Quorum
2	Minutes of the previous meeting of members: <ul style="list-style-type: none">Confirming the minutesMatters arising from previous meeting: <i>Read to Succeed Program</i> contd.
3	Review Read to Succeed Community feedback
4	Any other business
5	Close