

## Governance New Zealand Incorporated

### Meetings, Minutes and Resolutions

Tuesday 23 November, 10am-12noon

#### Overview

**A well-run meeting saves time and money, increases motivation and productivity, and helps an organisation reconnect with its strategic intent.**

Join us for this two-hour workshop which offers practical guidance on the core functions of meetings, minute-taking and recording resolutions.

Governance New Zealand's expert guidance on meeting procedures and other sources of information will be used during the course.

This workshop is ideal for anyone involved in preparing meetings or recording procedures for any form of meeting e.g., board meeting, AGM's, special meetings, shareholder meetings.

#### Just some of the topics covered include:

- Organising the meeting – pre and post
- Creating a board work programme and why it's important
- How to ensure the agenda flows and is relevant
- Taking good minutes – what to record and when
- Actions points – including a detailed template
- Board inductions – key documents
- Documenting risk – including a detailed template

#### Presenter

##### Angela Booth



Angela Booth has over 11 years' experience working across a range of industries, managing and advising boards, and administering the operations of four separate entities.

She has extensive knowledge of governance good practice and is passionate about helping boards and staff to improve processes and procedures to ensure meetings are effective and minutes are accurate.

**Members and non-members welcome!**

## Event details

<b>Date:</b>	<b>Tuesday 23 November</b>
<b>Time:</b>	10am Workshop commences 12 noon Close
<b>Venue</b>	Online training
<b>Cost</b>	Members \$299 (incl GST) Non-Members \$349 (incl GST)

## To register

- [Register online](#)
- Email: [info@governancenz.org](mailto:info@governancenz.org) with credit card details
- Direct credit: BNZ Auckland 02 0100 0043243 00 (quote MinutesMeetingsNov)

We look forward to your attendance at this event.

Governance New Zealand confirms this event qualifies for 1 CPD structured credits based on 1 credit per hour of attendance.

## Contact

**Nicola Scott, Administration & Events Manager**  
**Email:** [info@governancenz.org](mailto:info@governancenz.org)  
**Phone:** 09 377 0130