

# LORD HOWE ISLAND BOARD

## BUSINESS PAPER

### OPEN SESSION

#### Item

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Adoption of minutes of previous meeting.

#### Recommendations

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1. **Endorse** the September 2022 board meeting minutes.

#### Current position

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##### Process for Distribution of Board Meeting Minutes

The Board updated the adopted process for distributing Board minutes at the March 2022 Board meeting as follows:

- Draft minutes will be produced within five working days of a Board meeting, and distributed to Board members on the sixth working day, unless delayed for a valid reason agreed to between the Chief Executive Officer and the Chairperson.
- Board members are to return their endorsement, or otherwise, of minutes in writing no later than 10 working days after date of posting distribution.
- 10 working days after date of posting distribution, the Board will deem the minutes of the meeting to be endorsed, subject to any amendments which were received prior to that date, and agreed for inclusion by the Chairperson.

##### Endorsement of Board Meeting Minutes

Minutes of the September 2022 meeting were distributed to each Board member and were endorsed as per the above process.

Requested amendments were made, and sent to the Chairperson.

A copy of the amended draft minutes is attached.

## Attachments

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| Attachment | Title   |
|------------|---|
| A          | Board Meeting Minutes – September 2022 – CLOSED |
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## Approval and contact

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| Approver           | Position                |
|--------------------|-------------------------|
| Suzie Christensen  | Chief Executive Officer |
| Preparer           | Position                |
| Belinda Panckhurst | Administration Officer  |