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| <b>Board Meeting:</b> December 2020 | <b>Agenda Number:</b> 2 | <b>Record:</b> ED20/10300 |
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# LORD HOWE ISLAND BOARD

## Business Paper

### OPEN SESSION

#### **ITEM**

Adoption of Minutes of Previous Meeting.

#### **RECOMMENDATION**

Submitted for the Board's information.

#### **BACKGROUND**

The adopted process for distributing Board minutes from the previous meeting is:

- Draft minutes will be produced within five working days of a Board meeting, and posted 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 on a pro forma document provided by the Administration no later than seven working days after date of posting.
- Seven working days after date of posting, 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.

#### **CURRENT POSITION**

Minutes of the September 2020 meeting were distributed to each Board member and have been endorsed through the above process.

A copy of the endorsed Minutes is attached.

#### **RECOMMENDATION**

Submitted for the Board's information.

**Prepared:** Lynda Shick, Administration Officer

**Endorsed:** Peter Adams, Chief Executive Officer

**Attachment:**

Attachment A: ED20/10300.01 – Minutes – Board Meeting – September 2020 – Open