**<<insert community name>>**

**Date:**

**Time:**

**Venue:**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Agenda** | **Time** |
| **1** | Welcome, Introductions and Register of Attendance |  |
| **2** | Minutes and review of decisions and actions from previous meeting |  |
| **3** | Outcomes Data – (access to dashboard) |  |
| **4** | Report to & from KiT meetings (evaluation) [4x per year] |  |
| **5** | Group Solution Discussions / Case Studies |  |
| **6** | Finance Updates  Review of balance sheet |  |

Post meeting actions:

* Clerk to forward approved Request for Resources forms to Area HNFO
* Clerk & Chair to prepare report for Area Board (once per quarter)