|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting:** | Planning Meeting | **Date:** | Thursday, 23 March 2023 |
| **Meeting No.:** | 1/2023 | **Time:** | 4.00pm |
| **Chair:** | Jenelle Henry & Edwin Vandenberg | **Venue:** | Boardroom, Morwell Office |

**In Attendance:**

|  |  |
| --- | --- |
| Edwin Vandenberg | Board Director/Chair |
| Debbra O’Keefe | Board Director/Secretary |
| Bryan Leaf | Board Director |
| Leisa Harper | Board Director |
| Marianne Fontaine | Board Director |
| Robyn George | Board Director |
| Phil Drummond | Board Director |
| Jenelle Henry | Chief Executive Officer |
| Nicky Levey | Support Coordination Manager |
| Wendy Matthews | General Manager |
| Lora Moulton | Executive Assistant (Minute Taker) |

**Apologies:**

|  |  |
| --- | --- |
| Deb van Rossum | Operations Manager |

| **Agenda No.** | **Subject** |
| --- | --- |
|  | **Welcome & Introductions**By Edwin & Jenelle |
|  | **Matters For Discussion**2.1 Aims & Timeframes Discuss aims and timeframes for this evening2.2 Brainstorming Ideas Facilitated by Leisa Harper2.3 Brainstorming Session/Blue SkiesIn these sessions we are hoping to consider the following:* Opportunities for Headway
* What could we do
* What sort of business could we look like
 |
|  | **Richard from B D Legal**3.1 Questions At the end of our brainstorming session, we hope to have developed a list of questions for Richard. |

|  |
| --- |
| **Meeting Closed** |
| Date: | Thursday, 23 March 2023  |
| Time: |  |
|  |  |