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| **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:**

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| 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:**

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| Deb van Rossum | Operations Manager |

| **Agenda No.** | **Subject** |
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|  | **Welcome & Introductions**  By Edwin & Jenelle |
|  | **Matters For Discussion**  2.1 Aims & Timeframes  Discuss aims and timeframes for this evening  2.2 Brainstorming Ideas  Facilitated by Leisa Harper  2.3 Brainstorming Session/Blue Skies  In 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. |

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