



02/11/2020

MEMO TO: SMAG BOARD

MEMO FROM: JODI CONWAY, GOVERNANCE & ADMINISTRATION MANAGER

SMAG – Agenda Items: Minutes.

I apologise that the agenda sent out today has an oversight, that oversight has two meetings that hadn't met quorum and those minutes should be referred to as Notes'.

This memo is to advise the Board of Trustees of SMAG That -

- The meetings dated: 6th August 2020 and 30th September of 2020 had not reached a quorum.

Therefore

- On the proviso of meeting a quorum In Public and Public Excluded that the agenda for 05 November 2020 should consider each agenda item of the notes' and confirm those items.

They then become the Minutes of this meeting held.