

Organisation Name  
Street Address  
Anytown, Zimbabwe

# AGENDA

January 1, 2024

**Time:** 9:00 am

**Location:** (virtual/in-person)

## Order of Meeting

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. **Reports**
  - Executive Director
  - Finance Director
  - Nominating Committee
  - Governance Committee
  - Public Relations Committee
5. **Old Organisation**
  - Board nominations
  - Contract negotiations
6. **New Organisation**
  - Special Event
7. Comments and Announcements
8. Adjournment

*Next meeting date March 1, 2024*