

<b>Meeting</b>	Board of Directors
<b>Date &amp; Time</b>	Tuesday 12 <sup>th</sup> December 2017 – 5.00pm – 6.30pm

### Agenda

No	Description	Paper	Lead	Timing
1	Apologies for absence and acceptance/non acceptance.		Chair	5.00 5.15
2	Declaration of any personal or business interests for the items detailed for this meeting.		Chair	
3	Any Matters to be raised under any other business - agreed as being urgent?		Chair	
4	Review and Acceptance of the previous minutes	Y	Chair	
5	Update on any significant matters or actions arising from those minutes.	Y	Chair	
	<b>Items</b>			
6	<b>Finance</b> <ul style="list-style-type: none"> <li>• Management Accounts</li> <li>• Financial Statements</li> <li>• Letters of Representation</li> <li>• Finalised Audit Report</li> </ul>		Karen Wiggins	5.15 5.45
7	SWOT Analysis of Future Options for the Studio		Ann Stahler	5.45 6.05
8	<b>Governance</b> <ul style="list-style-type: none"> <li>• Governance Changes (Members and Board)</li> </ul>		Chair	6.05 6.20
9	Feedback from this meeting		Chair	
10	<b>Date and Time of Next Meeting</b> Tuesday 6 <sup>th</sup> March at 6.30pm		Clerk	6.30