



AGENDAS OF THE MEETINGS of the Board of Trustees of CGD Europe

Charity Number 1157318

26 February, 2014, at 9:30 am GMT at London – UK

No.	Item
1	Meeting opening, quorum and attendance
1a	Chair appointment
1b	Secretary to the board appointment
2a	Finance: opening a UK bank account
2b	Accounting reference date – to be changed to 31 December
3a	Next meeting

11 November, 2015, at 9:00 am EST/2:00 pm GMT/ 1:00 am AET at Washington, DC – USA, London – UK

No.	Item
1	Meeting opening, quorum and attendance
1a	Conflict of interests' disclosures
1b	Non-renewal of lease May 2017 (risk register)
2	Matters arising
3	CEO's report <ul style="list-style-type: none"> - Role of the Board and governance arrangements - Existing business – update - Fundraising
4	Risk management policy and register <ul style="list-style-type: none"> - Major risks threatening CGDE - Management's view of operational risk - Risk management system
5	Financial report: budget to actual 2015 and 2016 budget
5a	Reserves policy
5b	Family friendly policy
6	Review actions to be taken
6a	Meeting evaluation
6b	Next meeting
6c	Close of meeting, date, time and venue of next meeting



10 November, 2016, at 9:00 am EST/2:00 pm GMT/ 1:00 am AET at Washington, DC – USA, London – UK

No.	Item
1	Meeting opening, quorum and attendance
1a	Conflict of interests' disclosures
1b	Reporting serious incidents – please refer to UK Charity Commission guidance for trustees
2	Matters arising
3	CEO's Report <ul style="list-style-type: none"> - Role of the Board and governance arrangements - Existing business – update - Fundraising CGD E Staffing <ul style="list-style-type: none"> - Recruitment
4	2017 budget
4a	Parental policy
4b	Risk management
4c	Reserves policy
5	Review actions to be taken
5a	Meeting evaluation
5b	Next meeting
5c	Close of meeting, date, time and venue of next meeting