

STRICTLY CONFIDENTIAL

XYZ Medical Practice Monthly Board Meeting
held on Monday 28 February 20XX at 20:00
at 226 Main Street, Anywhere 8000

EXAMPLE MINUTES

1.			PRESENT: Drs S Jones, T Smith, A White APOLOGIES: N/A INVITED GUESTS: Practice Manager	Action
2.			MINUTES OF THE PREVIOUS MEETING	Approved: S Jones / A White
3.			MATTERS ARISING:	
	3.1		<i>Accreditation Update</i> It was noted that the accreditation process had been postponed for six months.	
	3.2		<i>Banking</i> Dr X reported the result of his investigations into changing bank accounts. He proposed that no change be made for the time being until issues relating to the implementation of the GST have been finalised.	
	3.3		<i>Staffing</i>	
		3.3.1	Practice Manager Replacement The meeting noted the resignation of the Practice Manager and proposed that a replacement be recruited. It was proposed that acpm carry out the recruitment of a .75FTE Practice Manager.	Managing Principal to arrange for recruitment of a Practice Manager
		3.3.2	Staff Meeting The Practice Manager was invited to report on the last staff meeting. She noted that the staff had made some constructive suggestions about how the appointment system could be revised in order to operate more efficiently.	
	3.4		<i>GST – Tax Restructuring</i> This item was deferred until the next meeting.	

4.			NEW BUSINESS:	
	4.1		<p>Potential New Associate Dr White advised the meeting of his discussions with the FMP trainee who had indicated a willingness to buy into the Practice at the conclusion of her training. This proposal met with the unqualified support of all present and Dr White, as Managing Principal, was asked to explore this possibility further, including seeking advice on an appropriate 'buy-in' price and conditions.</p>	<p>Dr White to enter into further discussions with potential Associate and to seek advice on appropriate buy in price and conditions.</p>
	4.2		<p>Purchase of Computer System The Associates noted that the implementation of the GST would require the installation of a computer system. There was discussion about whether the system should encompass all future requirements, viz billing, appointments, medical records and accounting resulting in agreement that all components should be catered for. The Practice Manager was asked to investigate the requirements of the Practice and to seek three quotations for the installation of a system.</p>	<p>Practice Manager to determine Practice requirements and seek three quotations.</p>
5.			ANY OTHER BUSINESS	
6.			DATE OF NEXT MEETING:	
7.			<p>CLOSE OF MEETING The meeting closed at 10pm</p>	

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EXAMPLE AGENDA

1.			PRESENT: APOLOGIES: INVITED GUESTS:	Action
2.			MINUTES OF THE PREVIOUS MEETING	For Approval
3.			MATTERS ARISING:	
	3.1		<i>Accreditation Update</i>	
	3.2		<i>Banking</i>	
	3.3		<i>Staffing</i>	
		3.3.1	Practice Manager Replacement	
		3.3.2	Staff Meeting	
	3.4		<i>GST – Tax Restructuring</i>	
4.			NEW BUSINESS:	
	4.1		Potential New Associate	
	4.2		Purchase of Computer System	
5.			ANY OTHER BUSINESS	
6.			DATE OF NEXT MEETING:	
7.			CLOSE OF MEETING	