

# MEETING MINUTES, REPORTS AND BRIEFS



## Taking and Writing Effective Minutes and Preparing Reports and Briefs

**VIRTUAL/ONLINE 2024 SERIES**

**MARCH 11 AND 13, 2024, 5:30 PM – 8:30 PM JAT.  
6:30 PM -9:30PM T&TT/EST.**

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GOVSTRAT IS THE PIONEER AND LEADING CARIBBEAN-BASED PROVIDER OF PROFESSIONALLY ACCREDITED RELEVANT, PRACTICAL AND BEST-IN-CLASS CORPORATE GOVERNANCE LEARNING INTERVENTIONS. FOLLOW LEADERS!

DATE & TIME	COST (US\$)
March 11 & 13, 2024 5:30 PM – 8:30 pm JAT. 6:30 pm -9:30pm T&TT/EST.	US\$ 850/learners 10% early bird discount before March 10, 2024

Learners at each Workshop will benefit from the knowledge and expertise of leading Caribbean Corporate Secretarial and Business Communication practitioners, academicians and Board Governance Facilitators who possess world-class experience and training qualifications.

Registrations and full payment must be made at least two weeks before the carded date of this event. Register Early!

### CONTACT INFORMATION

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**Register by filling out and returning form online at:**

**[www.corporategovernanceadvisors.com/registration/](http://www.corporategovernanceadvisors.com/registration/)**

A One-day High-Impact Workshop on Taking and Writing Effective Minutes, Reports and Briefs. Brought to you by GovStrat Limited® [www.govstratlimited.com](http://www.govstratlimited.com)

## OVERVIEW

Minutes are usually taken at both informal staff meetings and business gatherings or at meetings of the Board of Directors. Minutes are usually prepared immediately after meetings. Effective and high quality minutes, reports and briefs start with preparation long before a meeting. In addition to practical instruction in the areas of primary concern to Corporate Secretaries and their teams, senior managers and their staff, all workshop attendees will:

- receive a comprehensive programme package containing facilitators' outline, samples of actual minutes, forms and case materials, and other useful information;
- be able to meet and work with experienced faculty members who have developed practical solutions to the problems being confronted by minute taking professionals;
- be able to network with fellow learners during the various breaks and to share experiences and solutions to common challenges.

## **THIS ONE-DAY EQUIVALENT COURSE WILL EXPLORE THE FOLLOWING THEMES OVER TWO EVENINGS**

Module	1:	Fundamentals of Minutes, Reports and Briefs
Module	2:	Taking Effective Minutes
Module	3:	Writing and Preparing Minutes, Reports and Briefs
Module	4:	Style of Minutes, Reports and Briefs
Module	5:	Writing Resolutions
Module	6:	Reviewing and Finalizing Minutes

## **FEE STRUCTURE AND POLICY**

- A. Corporate rates are available for groups of three (3) or more learners from the same company at 10% discount.
- B. Fees include all learning aids, course material and a Certificate of Completion.
- C. Full payment or payment arrangement should be confirmed at least 5 working days before the carded date of the event.
- D. Registration confirmation is assured only on receipt of full payment.
- E. While we understand companies and government procurement processes and usually receive payments up-to 10 days after the event, private individuals sponsoring themselves must pay in full at least 48 hours before the event.
- F. No refund for cancellation within 3 working days of each event. Substitution of persons is allowed providing that notice is given at least 48 hours before the event. No refund for “no showers” and where companies are yet to pay, full payment is expected.
- G. Only a limited number of participants will be admitted to facilitate a high level of participatory learning.
- H. The course maybe postponed or cancelled at any time without prior notice by the hosts and or organizers. In such circumstance, full refund will be made where applicable. We accept corporate cheques, banker’s draft and wire transfer (bank-to-bank) in local currencies where applicable based on invoice instructions and United States Dollars.
- I. By completing and returning our registration form means you have agreed to all the terms of this Policy.





**Vindel Kerr, DBA** (Univ. of Manchester, UK); MBA (Rutgers Univ.; USA); BSc (The UWI, St Augustine, Trinidad & Tobago), is Founder of GovStrat Limited — Latin America & the Caribbean’s pioneering and leading Corporate Governance (CG) and Corporate Secretaryship training and consulting firm. Dr Kerr is an international award-winning CG expert, Scholar and trusted advisor. He has developed and/or made significant contribution to multiple national CG Codes, including being sole consultant/author of the *Corporate Governance Framework for Public Bodies of Jamaica (2012)*. Prior to founding GovStrat Limited in 2005, Dr. Kerr held multiple senior management roles in two publicly-listed Jamaican firms and obtained his early grounding at the Food & Agriculture Organisation of the United Nations as a Farm Management Farming Systems Specialist. Dr. Kerr is a Nominee Director of the IFC/World Bank Group and an Expert/Advisor to the National Committee developing Zimbabwe’s Second Draft CG Code. He is also former NED on The Board of Solarda Pty. Ltd, (Melbourne, Australia), a firm in the renewable energy industry. Dr. Kerr past Board Leadership roles included Chairman, Vice-Chairman and/or Director at five (5) Public Bodies of Jamaica. Dr Kerr has trained more than 10,200 Board Directors, Corporate Secretaries, Senior Civil Servants, Politicians and C-Suite Executives and completed nearly 300 consulting assignments since 2003, spanning 25 countries and on 4 Continents, through GovStrat Limited. Prior to founding GovStrat, Dr. Kerr has also spent nearly a decade in academic teaching, research and publishing within the Caribbean and the UK. His seminal book, **Effective Corporate Governance (2005)**, was the first peer-reviewed body of work (364 pages) on CG by an author from the developing world and emerging market economies. During his studentship, Dr. Kerr was the recipient of five (5) full academic scholarships in addition to many bursaries. He has obtained numerous community service awards for his role and impact on young people across Jamaica and the ‘feed and care’ of the indigent during his decades of service to the Jamaica 4-H Clubs, and as former member of the Kiwanis Club of Liguanea, Kingston, Jamaica.



**Simone Maddix** is a Consultant with the **Proctor Gallagher Institute**, a leading player in the human potential industry. With their vast support, Simone is helping clients create winning teams, enhance productivity, improve their bottom lines and fulfil their boldest dreams.

She enthusiastically guides individuals, groups and companies to discover their deepest desires, to achieve personal and professional goals and to reach their full potential. Simone has excelled in the legal field for the past twenty-five (25) years. She is a former Legal Officer and Private Practitioner steeped in conveyancing, real estate deals and corporate governance. For the past sixteen (16) years she has been a Judge of civil, criminal and family courts. Simone was the chairperson of her Judge's Association's Wellness Committee as well as an Ethics Trainer of their Judicial Education Institute. Ms. Maddix has returned to private legal practice independently once again and is now a Professionally Accredited Corporate Secretary (PACS). She is also particularly skilled to address self-image, attitude and decision-making. When this deeply growth and goal-oriented woman is not engaged in the above pursuits she is most likely writing, relaxing at the beach or spending time with friends and family.

## MANUAL DELEGATE REGISTRATION FORM

Register online: [www.corporategovernanceadvisors.com/registration/](http://www.corporategovernanceadvisors.com/registration/)

TITLE OF WORKSHOP:			
COMPANY NAME:			
CONTACT PERSON:		JOB TITLE:	
ADDRESS:			TELEPHONE:
FAX:			E-MAIL:
DATE TO BE HELD:			COUNTRY:
TODAY'S DATE:			

Please register the following person(s): (Place name and position in boxes and write e-mail atop):

Email:

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Representative's Name

Position

Email:

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Representative's Name

Position

E-mail:

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Representative's Name

Position

E-mail:

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Representative's Name

Position

E-mail:

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Representative's Name

Position