

MEETING MINUTES, REPORTS AND BRIEFS



Taking and Writing Effective Minutes and Preparing Reports and Briefs



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VIRTUAL/ BLENDED 2022 SERIES VIA ZOOM

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 (EST.)	COST (US\$)
June 21 and 23	5:45 PM – 8:45 PM JAT. T&T and EST: 6:45-9:45 PM	US\$750/learner JAM\$, TT\$equivalent
Repeat: September 22 and 24	5:45 PM – 8:45 PM JAT. T&T/EST: 6:45-9:45 PM	10%/3 or more

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

1 (876) 561-1046 | 1(876) 324-0606 | 1 (868) 689-0606

E-mails: ovstratvirtualuniversity@gmail.com | govstrat@cwjamaica.com

Register by filling out and returning form online at:

www.corporategovernanceadvisors.com/registration/

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 BROAD THEMES OVER TWO EVENING OR MORNING SESSIONS

Module 1: Fundamentals of Minutes

Module 2: Taking Effective Minutes

Module 3: Writing and Preparing Minutes, Reports and Briefs

Module 4: Style of Minutes

Module 5: Writing Resolutions

Module 6: Reviewing and Finalising Minutes

Module 7: Retention and Management of Minutes

ABOUT OUR LEAD FACILITATORS



SHUKLA POOJA, CORPORATE SECRETARY AND CORPORATE GOVERNANCE ACADEMIC, PRACTITIONER, CONSULTANT, LEARNING FACILITATOR AND PODCASTER.

Pooja is a Lawyer and Chartered Secretary holding memberships of 3 institutes internationally: Corporate Governance Institute, United Kingdom; HKCGI- Hong Kong and ICSI- India. She obtained her Masters in Commerce and Bachelors in Commerce (Hons. in Finance) and a post-graduate diploma in Journalism. Ms. Shukla Pooja holds the BCom (Hons. in Finance) *Punjab University*, PgDip Journalism, *Hong Kong Univesity*; LLB *MU*, MCom *Punjab U* and is a Chartered Secretary qualified by the Corporate Governance Institute, United Kingdom; HKCGI- Hong Kong, ICSI- India. Ms. Pooja is Senior Lecturer at the Lee Shau Kee School of Business and Administration, Hong Kong.

She scored 17th All-India rank in ICSI and obtained merit in Corporate Governance conducted by HKCGI. With more than 15 years of experience in the corporate sector, she has served as a Board Secretary to various Boards and Committees in various listed companies, banks and MNCs internationally operating in manufacturing, IT, mining, infrastructure, professional services, law firm and telecom businesses. She has also served as a consultant to FTSE 100 companies advising on corporate governance matters in Asia, Middle East and Africa. Her focus areas are primarily in the field of corporate governance, company law,

boardroom dynamics and Environmental, Social and Corporate Governance. Her current teaching and research interest spans Corporate Governance, Company Secretarial Practice and Corporate Law. Law and Corporate Ethics.



VINDEL L. KERR, DBA, MBA, BSC; CERT. DIR.;
FOUNDER OF GOVSTRAT LIMITED & PROGRAM LEADER FOR
BOARD LEADERSHIP, GOVERNANCE AND STRATEGIC PLANNING

Dr. Kerr, a Jamaican, is an internationally-recognized and award-winning expert in corporate governance and board effectiveness. He is also a highly sought-after Caribbean consultant in strategic planning. Dr. Kerr has developed a thorough grasp and working knowledge of corporate governance issues globally and is adept with the governance of State-owned Enterprises, Statutory Bodies, Hedge Funds and offshore trust and company administration. He has served as Board Chairman, chairman of audit, corporate governance and member of human resource committees of several corporate boards. His 26 years work history has been spent in industry, research and education (in private and public sectors) spanning policy advisement and development, strategic planning, leadership development, change management, corporate finance, operations audit, business research and corporate and academic training.

As professional scholar and international management consultant since 2003, Dr. Kerr has pioneered the training and development of Caribbean corporate boards and C-Suite executives since 2003 in Corporate Governance, Enterprise Risk Management, Strategic Planning and Corporate Reputation Management. He is also the pioneer of Continuing Education for Corporate Secretaries and Their teams in the Caribbean and has single-handedly written several of the training courses for these purposes. He also serves as global resource expert to International Institutes of Chartered Secretaries. Dr. Kerr has written and published the ground-breaking book, *Effective Corporate Governance: An Emerging Market (Caribbean) Perspective on Governing Corporations in a Disparate World (2005)*; seminal doctoral thesis: *Exploring Corporate Governance Structures and Practices in Jamaica: Toward Policy Reform (2010)* and the highly celebrated *Corporate Governance Framework for Public Bodies Jamaica (2011)* of which all its 20 recommendations have been accepted for mandatory implementation by the over 190 public bodies of Jamaica.

Dr. Kerr has reviewed and made recommendations for the strengthening of several laws and regulations, audit codes and practice throughout the Caribbean and personally trained more than 5,500 directors of corporate boards, senior executives, permanent secretaries and government ministers in 24 Caribbean, South American and Southern African countries, through GovStrat Limited. Dr. Kerr is a **2010 Scholar of the International Corporate Governance Network (ICGN)**; **2010 Nominee of the Yale Law School Milstein Center for Corporate Governance and Performance, Rising Star in Corporate Governance Awards**, and a 2010 graduate in business administration (corporate governance and public policy), University of Manchester, Manchester Business School, UK. Dr. Kerr earned an MBA from Rutgers Business School (1997), USA; B.Sc. at The UWI, St. Augustine, Trinidad & Tobago (1991).

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 wire transfer (bank-to-bank) in foreign and local currencies where applicable based on invoice instructions.
- I. By completing and returning our registration form means you have agreed to all the terms of this Policy.

Payment is via Online E-commerce Portal, Paypal, Credit Card or bank-to-bank transfer. Information will be provided after receipt of your completed application form via our website or direct email to us with full details on form overleaf.



MANUAL DELEGATE REGISTRATION FORM

Register online: 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