

**The TEAL Foundation,
Agenda of a Meeting of the Executive body,
to be held at: Courtyard Hotel, Arcadia, Pretoria.
On: 28th September 2011 18:00hrs**

Added Items: A:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Existing Items:

B: Introduction:

18:00 Opening:

Present:

Apologies:

Appointment of a Chair and Secretary to the meeting.

Tabling and reading of the minutes of the previous meeting:

C: Reports Back:

The managers or their proxies table their reports to the Executive.

- 1) Legal Manager/Secretary:
Incorporation of The Foundation.
- 2) IT Manager:
Status of the Teal Web Site
- 3) Financial Manager:
Finances:
Accounting:
That the Financial Manager use his own software, GenAccProjects running TEAL as a Beta Site.
- 4) Political Initiatives: (JB)
- 5) Technical Committee: (JB)
- 6) Chairman.

D: MAIN BUSINESS: TEAL Promotion strategies (Marketing Manager).

Set a date for the next meeting.

20:00: Meeting closes.