

## Karen Henderson

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**From:** PHCC Chairman  
**Sent:** Friday, 4 September 2020 6:13 PM  
**To:** Jane O'Malley  
**Cc:** Leanne Greene; Karen Henderson; Patricia Sutton; Sue Fyfe; Howard Mitchell; Marilyn Gray; Ms Darralyn Ebsary; Andy Gulliver Personal (andy@gulliverfamily.com.au); Bob Pond; Paddi Creevey  
**Subject:** Chairs of Steering Committees to confirm constitutional requirements to sign minutes

Hi Folks,

Trust you are well.

Just a gentle reminder that as Chairs of our Steering Committees the minutes of previous meetings need to be signed off at subsequent meetings when they are adopted as a true and correct record of the meeting. This is a requirement of our Constitution.

Thank you for your effects, it is much appreciated.

Warm regards

Caroline

### **Caroline Knight**

*Chair*

*Peel-Harvey Catchment Council*

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*We acknowledge the Noongar people as Traditional Custodians of this land and pay our respects to all Elders past and present*