

Curateur public file number: _____

MINUTES OF THE ANNUAL MEETING OF THE TUTORSHIP COUNCIL

Held on *(enter date)*

At *(enter location)*

Tick off names of individuals in attendance.

Name of tutor or curator

Name of 2nd tutor/curator (if applicable)

Name of the represented person

Name of the secretary of the tutorship council

Name of the 1st member of the tutorship council

Name of the 2nd member of the tutorship council

Name of the 3rd member of the tutorship council

How did the meeting take place? (For example: face to face, conference call)

Agenda	Information / Conclusions / Decisions	Follow-up	Responsibility	Dates
1. Greetings				
2. Adoption of the agenda				
3. Report on the protected person's welfare				
4. Report on financial management and discussion of annual report				
5. Planning for the coming year				
6. Confirmation of security				
7. Other business				