



# SPORTS AND RECREATION COMMISSION

Zimbabwe National  
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## MEMORANDUM

TO : Director Finance, HR and Admin  
FROM : Director Legal and Corporate Services  
DATE : 3 July 2024  
SUBJECT : TEAS AND REFRESHMENTS FOR THE SECOND QUARTER BOARD AND COMMITTEE MEETINGS

The above subject matter refers.

May you kindly arrange sandwiches for teas as follows on dates and times stated. May you also provide coffee (1 x 250g) and fresh milk (2x 1 litre). The meetings will be held in the SRC Boardroom.

MEETING	NO. OF MEMBERS	DATE	TIME	Time required
Sports and Recreation Development Committee	6	Monday, 8 July 2024	0900 hrs	0830 hrs
Audit and Risk Management Committee	8	Friday, 12 July 2024	0830 hrs	0800hrs
Legal and Compliance Committee	4	Friday, 19 July 2024	0830 hrs	0830 hrs
Finance, Hr and Admin Board Committee	7	Friday, 19 July 2024	1130 hrs	0830 hrs
Full Board	12	Wednesday, 31 July 2024	0900 hrs	0830 hrs

Thank you.

Generated by: 

E. Elia

PA to Director Legal and Corporate Services

Date: 03/07/24

Approved by: 

B. Hodza

Director Finance, Hr and Admin.

Date: 03/07/24

### Board of Commissioners

Gerald Mlotshwa (Chairman), Dr. Allen Chiura, Colleen de Jong, Gail Van Jaarsveldt, Nigel Munyati, Titus Zvomuya and Eltah Nengomasha (Director General)