# Club/Association Name

# Committee Meeting Minutes

AGM Date & Time:

Venue:

Chairperson:

Secretary:

Attendees:

## Minutes

1. Welcome
2. Apologies
3. Confirmation of previous minutes.

Proposed resolution that the minutes of the previous meeting be accepted.

Moved:

Seconded:

Passed/Not passed.

1. Actions arising from previous minutes.
2. Strategic issues and major items for discussion and decision.
3. Reports from Sub-Committees or committee members
4. Budget report & update
5. Other Business
6. Date, time & venue of next meeting and close.

This meeting was declared closed by Chairperson at [insert time].