# Meeting Minutes and Agenda

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|  |
| Date |
| Time  |
| Location |
| Attendees  |
| Guests |
| Apologies  |
| Facilitator |

 **Review and Approval of Previous Meeting Minutes**

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| --- | --- |
| Meeting Date |  |
| Discussion:  |  |
| Motioned by:  |  |
| Seconded:  |  |
| Follow Up Actions:  |  |
| Chair Signature:  |  |

**Agenda Items**

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| Agenda Item # 1 | Topic: *e.g. Monitoring of progress against strategic plan* |
| Time Open: | Time Close:  |
| Discussion: *(example only)* * *Progress of the club’s strategic priorities was evaluated using the Strategic Plan Monitoring and Evaluation Framework which included the following findings:*
	+ *The club is satisfied with the progress of Objectives 1 and 2, with all tasks currently in-progress and near completion.*
	+ *Objective 3 is currently behind schedule and at risk of not being completed on time.*
 |
| Resolution: * *The Committee has agreed to provide additional resources to support progress and achievement against Objective 3 of the strategic plan. This will be coordinated by the Club President with support from the Club Treasurer.*
 |
| Action Items | Person Responsible | Due Date |
| * *Identify and commit additional resources to support Objective 3.*
 | *Club President, Club Treasurer*  |  |
| * *Put in place fortnightly progress reports to ensure progress is met and further challenges are identified.*
 | *Committee Member 1*  |  |
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|  |  |  |
| Motioned By |  |  |
| Seconded By |  |  |

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| Agenda Item # 2 | Topic |
| Time Open: | Time Close:  |
| Discussion: |
| Resolution:  |
| Action Items | Person Responsible | Due Date |
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| Motioned By |  |  |
| Seconded By |  |  |

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| Agenda Item # 3 | Topic |
| Time Open: | Time Close:  |
| Discussion: |
| Resolution:  |
| Action Items | Person Responsible | Due Date |
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| Motioned By |  |  |
| Seconded By |  |  |

*<Add additional agenda items as needed>*

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| Meeting Adjourned At: |
| Date Of Next Meeting:  |
| Minutes Prepared By:  |