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| Committee Meeting Minute Keeping Template |

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| **Meeting title:** | <<CLUB NAME>> Committee Meeting |
| **Meeting start time and date:** |  |
| **Meeting venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |
| **Minutes kept by:** |  |

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| 1. **MEETING OPEN** | |
| *The meeting should be opened at the scheduled start time, or as soon as there is a quorum. Refer to your constitution for quorum details.* | |
| Opened by: |  |
| Time opened: |  |
| Quorum: |  |

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| 1. **ATTENDANCE AND APOLOGIES** | |
| *Motion: That the attendance record be received and a leave of absence be granted to apologies.* | |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **MINUTES OF THE PREVIOUS MEETING** | |
| *Motion: That the minutes of the previous meeting be confirmed as a true and correct record.* | |
| Amendments (if applicable): |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING** | |
| *Follow-up on action items from the previous meeting and move any necessary motions****.*** | |
| Notes: |  |

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| 1. **CORRESPONDENCE** | |
| *Report on any non-routine correspondence requiring the committee’s attention.* | |
| Notes: |  |

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| 1. **BUSINESS ARISING FROM CORRESPONDENCE** | |
| *Action items arising from correspondence****.*** | |
| Notes: |  |

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| 1. **TREASURER’S REPORT** | |
| Attach copy of treasurer’s report and bank statement to the minutes. | |
| *Motion: That the treasurer’s report to be adopted.* | |
| Notes: |  |
| Moved by (treasurer): |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **SUBCOMMITTEE AND OTHER REPORTS** | |
| Attach a copy of each report to the minutes. | |
| *Motion: That the subcommittee and other reports to be adopted.* | |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **MOTIONS ON NOTICE** | |
| Attach a copy of information supporting each motion on notice, such as quotes or reports, to the minutes. | |
| ***Motion 1:*** | |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| ***Motion 2:*** | |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| ***Motion 3:*** | |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **GENERAL BUSINESS** | |
| General business is for small items only, or where no formal decision is required (i.e. items presented for information only). Any important or significant decisions are to be listed as motions on notice. | |
| ***Item 1:*** | |
| Notes: |  |

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| ***Item 2:*** | |
| Notes: |  |

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| ***Item 3:*** | |
| Notes: |  |

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| 1. **NOTICE OF MOTIONS FOR NEXT MEETING** | | |
| Any important or significant items that arise during the meeting are to be listed as motions on notice on the agenda for the next meeting. | | |
| **Notice of Motion 1:** |  | **Moved by:** |
| **Notice of Motion 2:** |  | **Moved by:** |
| **Notice of Motion 3:** |  | **Moved by:** |

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| 1. **DATE, TIME AND LOCATION FOR NEXT MEETING** | |
| Notes: |  |

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| 1. **MEETING CLOSE** | |
| Closed by: |  |
| Time closed: |  |

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| **CHAIRPERSON’S DECLARATION** | |
| *I declare that I was the chairperson at this meeting (or the meeting where these minutes were confirmed) and that these minutes have been confirmed as a true and correct record of the proceedings of the meeting.* | |
| Name (chairperson): |  |
| Signature:  *May be electronic* |  |
| Date: |  |