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| **[Insert Club Name]** | |
| **[Insert meeting type eg. AGM or SGM] Meeting** | |
| **Date** |  |
| **Time** |  |
| **Location** |  |
| **Minute Secretary** |  |
| **Apologies** |  |
| **Attendees** |  |

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| 1. **Open Meeting**   *Opened by:*  *Time Opened:*  *Quorum:* |
| 1. **Acknowledgement of Country** |
| 1. **Attendance/Apologies**   *Notes:*  *Motion:*  *Moved by:*  *Result: [carried or lost]* |
| 1. **Previous Minutes**    1. **Confirmation**   *Amendments:*  *Motion:*  *Moved by:*  *Seconded by:*  *Result:*   * 1. **Action Log**   *Updates to action log:* |
| 1. **Reports**    1. **President’s Report**   *Notes:*  *Motion:*  *Moved by:*  *Seconded by:*  *Result:*   * 1. **Treasurers Report/Financial Statement**   *Notes:*  *Motion:*  *Moved by:*  *Seconded by:*  *Result:*   * 1. **[Other reports if applicable]**   *Notes:*  *Motion:*  *Moved by:*  *Seconded by:*  *Result:* |
| 1. **Matters for Decision**    1. Election of committee   *Position:*  *Nominees:*  *Result:*  *Position:*  *Nominees:*  *Result:*  *Position:*  *Nominees:*  *Result:*   * 1. **[Other i.e. change to Rules of Governance]**   *Notes:*  *Motion:*  *Moved by:*  *Seconded by:*  *Result:* |
| 1. **Any Other Business**   *Notes:*  *Motion:*  *Moved by:*  *Seconded by:*  *Result:* |
| 1. **Meeting Close**   *Close time:* |