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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:* |