**Management committee meeting minutes**

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<Club name>

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| Meeting title: | Management Committee Meeting |
| Meeting time and date: | <Time> <Date> <Year> |
| Meeting venue: | <Address or online meeting link> |
| Attendees: |  |
| Apologies:  |  |

Action plan

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| Actions arising: | Timeframe: | Person Responsible: | Status / Progress Update: |
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Agenda items

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| 1. | Meeting open |
| Opened by: |  | Time opened: |  | Quorum: |  |

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| 2. | That the attendance record be received and a leave of absence be granted to apologies |
| Notes/amendments: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 3. | Declaration of interests |
| Discussion: |  |

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| 4. | That the minutes of the previous meeting be confirmed as a true and correct record |
| Notes/amendments: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 5. | Business arising from minutes of previous meeting |
| Discussion: |  |

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| 6. | That the inward correspondence be received |
| Date: | From: | Subject: |
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| Moved by: |  | Seconded by: |  | Result: |  |
| That the outward correspondence be endorsed |
| Date: | To: | Subject: |
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| Moved by: |  | Seconded by: |  | Result: |  |

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| 7. | Business arising from correspondence |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 8. | **Treasurer’s report** |
| That the treasurer’s report be adopted |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 9. | That accounts to be paid be passed for payment and accounts already paid be ratified for payment |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 10. | **Subcommittee and other reports** |
| That subcommittee reports and other reports be adopted |
| <Report title>: |  |
| Moved by: |  | Seconded by: |  | Result: |  |
| <Report title>: |  |
| Moved by: |  | Seconded by: |  | Result: |  |
| <Report title>: |  |
| Moved by: |  | Seconded by: |  | Result: |  |
| <Report title>: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 11. | Admission and rejection of membership applicants |
| That all applicants for membership, who have applied for membership since the previous management committee meeting, be admitted into the class of membership applied for, with the exception of <list applicants the management committee wishes to reject, if any>. |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 12. | Motions on notice |
| That <insert motion wording> |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |
| That <insert motion wording> |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |
| That <insert motion wording> |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |
| That <insert motion wording> |
| Discussion: |  |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 13. | General business |
| Discussion: |  |
| That <insert motion wording> |
| Moved by: |  | Seconded by: |  | Result: |  |
| That <insert motion wording> |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 14. | Notice of motions for next meeting |
| That <insert motion wording> |
| That <insert motion wording> |
| That <insert motion wording> |

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| 15. | Date of next meeting |
| Meeting title: |  |
| Meeting time and date: |  |
| Meeting venue: |  |

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| 16. | Meeting close |
| Closed by: |  | Time closed: |  |

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| Chairperson’s declaration that minutes are a true and correct record of the proceedings of the meeting *(Following ratification at the next meeting)* |
| Name (Chairperson): |  |
| Signature:*May be electronic* |  |
| Date: |  |

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