

Minutes

1. Attendance:

Present: list all those present at the meeting

Absent: list those who are absent from meeting and did not notify

Apologies: List those who notified they would be absent

2. Minutes of Previous Meeting

Motion

That the minutes of the previous meeting held DATE were presented as true and correct.

Moved: name Second: name Carried

3. Item 1

A summary of the key points from any discussions with the names of who said them.

If any action is required list at the end and by whom.

If something is put to a vote, include the motion, who moved the motion, who seconded the motion and who voted for an against.

4. Item 2

A summary of the key points from any discussions with the names of who said them.

If any action is required list at the end and by whom.

If something is put to a vote, include the motion, who moved the motion, who seconded the motion and who voted for an against.

5. Meeting Closed

Time

Notification of next meeting, date, time and venue