**CLUB NAME**

**COMMITTEE MEETING MINUTES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date & Time | Time | | | |
|  |  |  |  |  |
| Venue |  | | | |
|  |  |  |  |  |
| Chairperson |  |  | Secretary |  |
|  | | | | |
| Attendees |  | | | |

**Minutes**

|  |  |  |
| --- | --- | --- |
|  | Welcome |  |
|  | | |
|  | Apologies |  |
|  | | |
|  | Confirmation of previous Minutes | Proposed resolution put that the Minutes of the previous meeting be accepted.  Moved:  Seconded:  Passed / Not Passed: |
|  | | |
|  | Actions arising from previous Minutes |  |
|  | | |
|  | Strategic issues and major items for discussion and decision |  |
|  | | |
|  | Reports from sub-groups |  |
|  | | |
|  | Budget Report and update |  |
|  | | |
|  | Other business |  |
|  | | |
|  | Date, time and venue of the next meeting and close | The meeting was declared closed by the Chairperson at [insert time] |