+ Logo

**MINUTES (general meeting)**

*(Insert name of meeting/organisation/group name))*

**Date:**

**Time:** *(write start of meeting)*

**Location:**

**WELCOME /ATTENDANCE**

*(list names of attendees)*

**APOLOGIES**

*(list names of apologies)*

**QUORUM**

*(has a quorum been met to hold the meeting, refer to your organisations term/bylaws/ constitution )*

**CONFLICT OF INTEREST DECLARATION**

*(list of attendees with conflicts and what part of the meeting it relates to)*

**CONFIRMATION OF PREVIOUS MEETING**

*(date held)*

**ACTIONS ARISING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Actions from Previous Meeting(s)** | | | |
| **Meeting Date** | **Action** | **Person responsible** | **Progress/ comments** |
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**FINANCIAL REPORTS**

*(bank balance, income and expenditure since last meeting)*

**CORRESPONDENCE**

*(relevant to the committee and discussions held summary noted)*

**AGENDA ITEMS –**

*(other items/reports to be discussed, )*



**ACTIONS**

*(capture all agreed actions from the meeting)*

**OTHER BUSINESS**

*(Capture summary of other business discussed here if it is a new discussion it may not be able to be voted on if all members are not present and not aware of the discussion, can be held over to the next meeting or call a special meeting to action. Include actions in action list)*

**NEXT MEETING DETAILS**

*(next scheduled meeting details –date, time and location)*

**MEETING CLOSED**

*(note time meeting closed)*