

(Club Letterhead)

Minutes of (type of meeting) **Meeting held on** (insert date) **at** (insert address).

Meeting Opened: (insert time)

Present: (list names of Committee members and position held)

Apologies: (list names of apologies)

Absent: (list names of absent committee members)

Motion: That the Minutes of Previous Meeting held on (insert date) are true and correct.

Moved: (insert name of mover)

Seconded: (insert name of seconder)

Business Arising from Previous Minutes.

(list business arising from previous minutes and action required, person responsible)

Correspondence In

(list correspondence received and action required / taken)

Motion: That the correspondence in be accepted.

Moved: (insert name of mover)

Seconded: (insert name of seconder)

Correspondence Out

(list correspondence sent, what it is and who to)

Motion: That the correspondence out be accepted.

Moved: (insert name of mover)

Seconded: (insert name of seconder)

Reports:

President. (general report)

Treasurer: (must include bank balance, present bank statements, include details of previous months incoming/outgoing transactions)

Track: (general, as required by committee/club)

Registrar: (list names of new members, registration/scoring/licensing issues)

Canteen: (list incoming and outgoing for canteen for the previous month)

Agenda Items: (Secretary should forward an agenda, with listed agenda items, to the committee prior to the meeting. Record item for discussion, action/outcome required and person responsible, time frame for action, follow up requirements if any)

General Business: (opportunity for general discussion from all committee members. Record details as for agenda items)

Meeting Closed: (time meeting closed)

Next Meeting: (insert date of next meeting)