[Name of the club] Committee Meeting

Date:

Time:

Location:

Present: Name Surname (Chairperson), Name Surname (Treasurer), Name Surname (Secretary), Name Surname (Member)

Apologies: Name Surname

1. Call to Order:

The meeting was called to order by [Chairperson] at [time].

2. Approval of Previous Minutes:

The minutes from [Date of previous meeting], were reviewed and approved without amendments.

3. Treasurer’s Report:

[Treasurer] reported a current account balance of $xxxxx. An expense of $xxxxxx for equipment was noted.

4. Matters Arising

[ Updates or progress on unresolved issues from the previous meeting.]

5. Agenda Items

[Record of discussions for each item listed on the agenda. Details of decisions made, including votes taken and results (if applicable). Assignments of tasks, including names of responsible individuals and deadlines.]

6. New Business:

[Discuss here here new event/programme/sponsorship or any other activity undertaken by the club.]

7. Any Other Business (AOB):

[Brief record of miscellaneous items discussed at the end of the meeting.]

8. Adjournment:

The meeting was adjourned at [time]. The next meeting is scheduled for [time and date]

Prepared by:

Name Surname

(Secretary)