

# <Insert Club Name> Annual General Meeting Minutes

Insert  
Logo

## Meeting details

<b>Meeting title:</b>	Annual General Meeting
<b>Meeting time and date:</b>	
<b>Meeting venue:</b>	
<b>Attendees:</b>	
<b>Apologies:</b>	

## Action plan

<b>Actions arising:</b>	<b>Timeframe:</b>	<b>Person responsible:</b>

## Agenda items

<b>1.</b>	<b>MEETING OPEN</b>				
	<b>Opened by:</b>		<b>Time opened:</b>		<b>Quorum:</b>
<b>2.</b>	<b>THAT THE MINUTES OF THE PREVIOUS MEETING BE TAKEN AS A TRUE AND ACCURATE RECORD</b>				
	<b>Notes/amendments:</b>				
	<b>Moved by:</b>		<b>Seconded by:</b>		<b>Result:</b>
<b>3.</b>	<b>BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING</b>				
	<b>Discussion:</b>				
<b>4.</b>	<b>THAT THE PRESIDENT'S REPORT BE ADOPTED</b>				
	<b>Discussion:</b>				
	<b>Moved by:</b>		<b>Seconded by:</b>		<b>Result:</b>

5.	<b>THAT THE TREASURER'S REPORT BE ADOPTED</b>				
	<i>Confirm the organisation's income tax exempt status.</i>				
	Discussion:				
	Moved by:		Seconded by:		Result:
	<b>THAT THE ANNUAL FINANCIAL STATEMENT AND AUDIT (OR VERIFICATION) REPORT FOR THE 20xx FINANCIAL YEAR BE RECEIVED AND ADOPTED</b>				
Discussion:					
Moved by:		Seconded by:		Result:	

6.	<b>THAT SUBCOMMITTEE AND ANY OTHER REPORTS BE ADOPTED</b>				
	<Report title>:				
	Moved by:		Seconded by:		Result:
	<Report title>:				
	Moved by:		Seconded by:		Result:
	<Report title>:				
	Moved by:		Seconded by:		Result:
	<Report title>:				
	Moved by:		Seconded by:		Result:
	<Report title>:				
Moved by:		Seconded by:		Result:	

7.	<b>ELECTION OF OFFICE BEARERS</b>			
	Position:		Candidates (including nominators and seconders):	
			Elected candidate:	
	Position:		Candidates (including nominators and seconders):	
			Elected candidate:	
	Position:		Candidates (including nominators and seconders):	
			Elected candidate:	
	Position:		Candidates (including nominators and seconders):	
			Elected candidate:	
	Position:		Candidates (including nominators and seconders):	
			Elected candidate:	
	Position:		Candidates (including nominators and seconders):	
			Elected candidate:	
	Position:		Candidates (including nominators and seconders):	
		Elected candidate:		

8.	<b>APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS</b>			
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	
	Position:		Appointed volunteer:	

9.	<b>THAT [INSERT NAME] BE APPOINTED AS THE ASSOCIATION'S AUDITOR (OR ACCOUNTANT) FOR THE 20xx FINANCIAL YEAR.</b>				
	Discussion:				
	Moved by:		Seconded by:		Result:

10.	<b>APPOINTMENT OF PATRON</b> <i>If applicable</i>				
	That [insert name] be appointed as the association's patron.				
	Discussion:				
	Moved by:		Seconded by:		Result:

11.	<b>DETERMINATION OF FEES</b> <i>If applicable</i>				
	That the fees for the 20xx financial year be set at [insert proposed fee for each class / category of membership].				
	Discussion:				
	Moved by:		Seconded by:		Result:

12.	<b>ELECTION OF LIFE MEMBERS</b>				
	That [insert name] be awarded life membership of the association.				
	Moved by:		Seconded by:		Result:
	That [insert name] be awarded life membership of the association.				
	Moved by:		Seconded by:		Result:

13.	<b>SPECIAL RESOLUTIONS</b>				
	That...				
	Discussion:				
	Moved by:		Seconded by:		Result:
	That...				
	Discussion:				
	Moved by:		Seconded by:		Result:

14.	<b>MEETING CLOSE</b>			
	Closed by:		Time closed:	

<b>CHAIR'S DECLARATION THAT MINUTES ARE A TRUE AND CORRECT RECORD OF THE PROCEEDINGS OF THE ANNUAL GENERAL MEETING</b> <i>(Following ratification at the next meeting)</i>	
Name (Chair):	
Signature: <i>May be electronic</i>	
Date:	