

**<<Club Name>>
EXECUTIVE COMMITTEE MEETING
MINUTES**

Meeting Date and Time:

Meeting No:

Meeting Location:

Attendees:

Apologies:

Absent without Apology:

Quorum? Yes / No

Meeting Opened at:

Previous Minutes

Previous minutes were read.

Motion: "The minutes from the previous meeting be accepted as a true record."

Proposed by: Seconded by: Outcome: Passed / Failed

Matters arising from Previous Minutes

		Action
1.	Point 13 – was put to club. Club voted in favour for ...	
2.		

New Business

		Action
1.		
2.		
3.		
4.		
5.		
6.		

Any Other Business

		Action
1.		
2.		
3.		
4.		
5.		
6.		

Committee Member Reports

		Action
1.		
2.		
3.		
4.		
5.		
6.		

Meeting closed at:

Next Meeting scheduled:

Date:

Time:

Location: