**Committee Meeting Minutes Template**

|  |  |
| --- | --- |
| **Date:** |  |
| **Location:** |  |
| **Meeting Opened At:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AGENDA NO.** | | **ITEM** | **ACTION** | **BY WHOM** | **BY WHEN** |
|  |  | **Present** |  |  |  |
|  |  | **Apologies** |  |  |  |
|  |  | **Minutes of Previous Meetings** |  |  |  |
|  | 3.1 | Amendments to Previous Minutes |  |  |  |
|  |  | **Business Arising from Previous Minutes** |  |  |  |
|  |  | **Correspondence** |  |  |  |
|  | 5.1 | Correspondence In |  |  |  |
|  | 5.2 | Correspondence Out |  |  |  |
|  |  | **Reports** |  |  |  |
|  | 6.1 | Treasurer |  |  |  |
|  | 6.2 | Board Member / Staff against Strategic Plan KPIs |  |  |  |
|  | 6.3 | Committee |  |  |  |
|  | 6.4 | Discussion; Only brief  Example Resolution; “It was resolved that XYX association will implement the new digital membership system” |  |  |  |
|  | 6.5 | Item |  |  |  |
|  | 6.6 | Item |  |  |  |
|  | 6.7 | Item |  |  |  |
|  |  | **General Business** |  |  |  |
|  | 7.1 | Item |  |  |  |
|  | 7.2 | Item |  |  |  |
|  | 7.3 | Item |  |  |  |
|  |  | **Next Meeting** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Meeting Closed At:** |  | |
| **Chairman:** |  | Date: |
| **Secretary:** |  | Date: |