……………….Club Inc

**…………………………… Meeting**

**…………………………..(day date) at …………..am/pm**

1. Meeting Opened…………………..(time)
2. Attendance
3. Apologies
4. Conflict of Interest
5. Minutes of previous meeting - Minutes are read then wording - The minutes of the previous meeting are endorsed as a true and accurate record of the meeting. Moved…………..….Second………………………Carried
6. Business arising from previous minutes
7. Child Safe Standards update
8. Treasurers Report – moved……………….Second…………………Carried
9. Correspondence – Correspondence lists should be available for inward and outward correspondence. Some Clubs screenshot correspondence then add in anything received by mail. Show date and summary of what email/mail was about. If lots of spam or advertising this doesn’t have to be recorded as separate items. If annoying block sender on emails. It is important to check your junk folder in case legitimate emails have gone to that folder by mistake. The wording then in the minutes is:

That the inward correspondence be received, and the outward correspondence be endorsed.

* + - 1. moved………………..Second……………………..Carried

1. Business arising from correspondence
2. General Business
3. Meeting Closed at………………..(time)
4. Date and time of next meeting