**MANAGEMENT COMMIITTEE MEETING MINUTES**

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| **Quorum Met:** | Yes / No |
| **Meeting Date:** |  |
| **Meeting Time:** |  |
| **Meeting Type:** |  |
| **Meeting Focus:** |  |

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| **ATTENDANCE & APOLOGIES**  *List all who attended or apologised here.* |
| **MEETING OPEN**  *Who opened the meeting and when?* |
| DECLARATION OF CONFLICT OF INTEREST*Did anyone or no-one declare a conflict of interest. If someone did put the details here.* |
| **MINUTES OF PREVIOUS MEETINGS**  *MOTION: That the minutes of the previous meeting be accepted as a true and correct record of the meeting.*  *MOVED: SECONDED: VOTE:*  \**President to sign off previous minutes* |
| **OUTSTANDING BUSINESS**  *A one paragraph summary of any discussions on each item here followed by any motion or decision.* |
| **CORRESPONDENCE**  *Only list correspondence addressed to the Management Committee or any of its members.* |
| **EXECUTIVE REPORTS**  *Treasurers Report plus others if required.*  *MOTION: That the written reports be accepted as lodged.*  *MOVED: SECONDED: VOTE:* |
| **CLUB PLAN REVIEW (if applicable)**  *A one paragraph summary of any discussions on each item here followed by any motion or decision.* |
| **RISK MANAGEMENT**  *A one paragraph summary of any discussions on each item here followed by any motion or decision.* |
| **GENERAL BUSINESS**  *A one paragraph summary of any discussions on each item here followed by any motion or decision.* |
| **CLOSE OF MEETING**  *What time did the meeting close and who closed it?* |
| **NEXT MEETING:**  Date:  Time:  Location / Venue: |