

Club Meeting/AGM Minutes

Club: _____

Date of Meeting: _____

Members Present: _____

Apologies: _____

Action Points: _____

Meeting Minutes

Club Meeting Agenda

- Apologies
- Action Points From Last Meeting
- Financial Matters
- Team Matters
- Special Events
- Any other business

Club AGM Agenda

- Apologies
- Notes from last AGM
- Chairperson's report
- Secretary's report
- Annual Accounts
- Elections (Chairperson / Vice-Chairperson / Secretary / Treasurer / Committee)
- Any other business

Action	Responsible	Timescale

Date of next meeting: _____