Club Meeting Minutes

[Club or association name]

Date
[Month day, year]

Draft: not final until approved

Time	[00:00] to [00:00]	**Location**	[Place or video link]
President	[Name]	**Secretary**	[Name]

Attendance

Members present: [Number or names]. Apologies: [Names]. Visitors: [Names].

Minutes of the last meeting

The minutes of [date] were approved [as circulated / as corrected].

Reports

Treasurer: [Balance and main spending.]

[Committee or event lead]: [Main points.]

Business and motions

Motion	Moved by	Seconded by	Vote	Result
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]
[Exact wording]	[Name]	[Name]	[0 / 0 / 0]	[Carried]

Actions

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

Next meeting

[Date and time]. The meeting closed at [time].