Committee Title

Meeting Date

Location

**List of Attendees**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Credentials** |
|  | Chair | Ex: Component - Local |
|  | Treasurer | … |
|  | Secretary | … |
|  | Director | … |
|  | Delegate | … |
|  | Delegate | … |
|  | Delegate | … |

Regrets:

Guests:

Staff Support:

|  |  |  |
| --- | --- | --- |
| **Agenda** | | |
| [Actual Time] | Open Meeting  By Consensus - Approval of Agenda Yes / No  Note any changes made to agenda | Chair |
| [Actual Time] | Motion to approve the Meeting Minutes from \_[date]\_.   * Discussion * List any changes made   Motioned: [Name]  Seconded: [Name]  Passed: **Yes** / No | Secretary |
| [Actual Time] | Financial Update   * Overview * Discussion (Q&A) * Relevant document appendices reference | Treasurer |
| [Actual Time] | Agenda Item [Title of Agenda Item]   * Overview * Discussion (Q&A) * Relevant document appendices reference | Name of Speaker |
| [Actual Time] | Motion to … [include text of motion]  Motioned: [full name]  Seconded: [full name]   * Passed: Yes / No | Speaker |
| [Actual Time] | Open Floor   * Points raised + discussion | All |
| [Actual Time] | Meeting Adjourned | Thank you! |

**Motions Summary**

|  |  |  |
| --- | --- | --- |
| **Motion** | **Movers** | **Passed Y/N** |
| Motion to approve the Meeting Minutes from the \_\_\_ meeting | Motioned: Name  Seconded: Name | Yes |
| Motion to approve the spending …. | Motioned: Name  Seconded: Name | Yes |
| Motion to … | Motioned: Name  Seconded: Name | Yes |

**Action Items**

|  |  |
| --- | --- |
| **Action Item** | **Person(s) responsible** |
| Contact … | Name (s) |
| Send … | Name (s) |
| Set up … | Name (s) |
| Collaborate on …. | Name (s) |