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 MeetingBy Consensus - Approval of Agenda Yes / NoNote 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: NameSeconded: Name | Yes |
| Motion to approve the spending …. | Motioned: NameSeconded: Name | Yes |
| Motion to … | Motioned: NameSeconded: Name | Yes |

**Action Items**

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