**VISION: Shaping the future of gulgong and preserving the past**

**MINUTES OF (INSERT TYPE) MEETING**

**Held on dd MMM YYYY**

**At (Venue)**

The meeting was opened at (Insert time) by (Insert name or position of chairman).

| **Item** | ***Add appropriate headings for each meeting. This is a standard layout for a general meeting*** |
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|  **1.** | **Opening of Meeting** |
|  | (Name) was appointed timekeeper |
|  | The Chairman requested that anyone who has a conflict of interest to declare it or if a conflict arises during the meeting, declare it at that time. |
|  |  |
|  | Present: (Insert Names) |
|  | Apologies: (Insert Names)Moved: (Insert Name of Mover) That the apologies be accepted.Seconded: (Insert Name of Seconder)Decision: (Carried/ Defeated)**Action:** Secretary -Names to be entered in AGM Register |
| **2.** | **Minutes of Previous Meeting**Minutes circulatedMoved: (Insert Name) That the minutes of the previous meeting, as circulated, be accepted as a true record.Seconded: (Insert Name of Seconded)Decision: (Carried/ Defeated)*Insert amendments or discussion* |
|  | **Business Arising from the Previous Minutes***Each item is listed and key discussion points and actions required are minuted* |
| **3** | **Correspondence****In:***Each item is listed or appended and key discussion points or required action is minuted***Out:***Each item is listed or appended and key discussion points or required action is minuted*Moved: (Insert name) That the Correspondence in be received and the Correspondence out be ratified.Seconded: (Insert name of Seconder)Decision: (Carried/ Defeated) |
| **4** | **Treasurer’s Report** **(Reconciliation Report attached)***Key points and required actions minuted*Moved: (Treasurer) That the Treasurer’s Report be accepted.Seconded: (Insert Name of Seconder)Decision: (Carried/ Defeated) |
| **5** | **Standing Committee/ Group Reports**Promotions and Marketing (Town Coordinator)*Minute key points of discussion and actions required. Append report if tabled.*Market Committee*Minute key points of discussion and actions required.*Other Group Reports: (EG: Mining, Henry Lawson, Christmas)Moved: (Insert name) That the Standing Committee and Group Reports be accepted.Seconded: (Insert name of Seconder)Decision: (Carried/ Defeated) |
| **6** | **General Business** *Each item is listed and key discussion points and actions required are minuted****If time permits new business may be called for from the floor*** |
| **7** | **Close of Meeting**The next meeting will be held on (Date) commencing (Time) at (Venue).There being no further business (the Chairman/ President) closed the meeting at (Insert time) |
| **Certification:** |
| These Minutes have been put to a(n) (Insert type of Meeting) Meeting and have been declared to be a true record. ***Signed by meeting Chairman when Item 2 is carried*** |
| **Signed:** |  | **Date:** |  |
| **Printed name:** |  | **Title /Position:** |  |

|  |
| --- |
| **Action Plan** **(Actions required as a result of above meeting)** |
| **By Whom** | **Action Required** | **By When** |
|  |  |  |
|  |  |  |

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| --- |
| **Items to be taken to next meeting (Business arising)** |
| **Item** | **To be actioned by** |
|  |  |
|  |  |

**Notice of Meeting:**

The next (Insert Name of Meeting) meeting of the Gulgong Chamber of Commerce will be held on dd MMM YY commencing at (Time) at (Venue)

Items to be discussed are to be submitted in writing to the Secretary not less than seven (7) days prior to the meeting. ***Note: Agenda is to be sent out 5 days prior to any meeting. Refer: Business Rule 1.***

**Signed: Date:**

**CHAMBER SECRETARY**

***Position of person minuting the meeting. A copy of each set of approved minutes are to be sent to the Chamber secretary for filing.***