**General Meeting Template**

***The text in bold should be minuted****. Additional text is for reference only.*

**General Meeting of**

**Date:**

**Time:**

**Venue:**

**Present:**

(names of those who have attended)

**Apologies:**

(those who wanted to attend but couldn’t)

**Quorum: meet/not meet**

**Meeting opened by** (chairperson name) **at am/pm.**

I declare the General Meeting for the proposed club open.

**Approval of Minutes of previous meeting held on**

Chairperson asks

**Moved \_\_\_\_\_\_\_\_\_\_ Seconded \_\_\_\_\_\_\_\_\_ Carried**

**Financial Report**

Incoming and outgoing finance, presented by treasurer

**Moved \_\_\_\_\_\_\_\_\_\_ Seconded \_\_\_\_\_\_\_\_\_ Carried**

**Matters Arising**

As per agenda items

**was discussed**

**Moved \_\_\_\_\_\_\_\_\_\_ Seconded \_\_\_\_\_\_\_\_\_ Carried**

**General Business**

Chairperson asks if any GB other than per agenda items

**was discussed**

**Announcements**

As per agenda items

**was discussed**

**Moved \_\_\_\_\_\_\_\_\_\_ Seconded \_\_\_\_\_\_\_\_\_ Carried**

**Next Meeting**

**The next general meeting will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Closed**

Chairperson: Thank you for all those who attended today. If there is no further general business (is there?) then I declare this GM closed.

**Meeting closed by (chair person’s name) at am/pm.**