

Company name **here**  
MEETING name **here**  
Date **here**  
Location **here**  
Via Teleconference (**provide call-in details**)  
Date **here**

**Members:**

**Staff:**

**Guests:**

**Regrets:**

*(Following the same order and format of the agenda items)*

**1. Call to Order and Opening Remarks**

**Example:** John Smith called the meeting to order at 10:06 a.m. and confirmed that a quorum was present.

**2. Approval of Agenda**

Reproduce agreed and circulated agenda here, with the items numbered to correspond with the minutes. Make note of any additions, amendments and all motions. **Example:**

Motion to approve the agenda as amended

Moved by: **John Smith**

Seconded by: **John Doe**

Carried

**3. Approval of the minutes (*date of minutes here*)**

This would typically begin with a summation of developments around an item raised at the previous meeting, followed by questions and a consensus from the members.

Motion to approve the minutes of (**date here**)

Moved by: **John Smith**

Seconded by: **John Doe**

Carried

**4. Business arising from the previous minutes**

Going through all the actions items from the previous meetings (**using bullet points**)

## 5. Committee Reports

*List a summary of various reports (audit, finance, nomination etc...)*

**Example:** The attached report deals with the legislation and guidance on managing events.

As a result, the Council makes the following recommendations:

## 6. New Business (or Roundtable Discussion)

This section is for issues not covered under the agenda items or to tackle new topics or update the members on current events relevant to your industry.

## 7. Date and time of the next meeting

**Example:** The next meeting will be held on (date) at the (location) at (time)

## 8. Meeting Adjournment

*At the close of the meeting, the Chairman should summarise the motions and action items discussed earlier.*

**Minutes approved by: (Chairman)** \_\_\_\_\_

**Signed by: (Secretary or Treasurer)** \_\_\_\_\_

*\* This minute sample represents a typical format and content for a Board or Senior Staff meeting. This sample should be customized to suit your particular unit.*