**meeting minutes sample**

**Date:** XXX

**Venue:** XXX

|  |  |  |
| --- | --- | --- |
|  | **Apologies:** | |
|  | **Present:** | |
| **Reports** | | |
| **President** | | **XXX:**  Action:  **XXX:**  Action: |
| **VPE** | | **XXX:**  Action:  **XXX:**  Action: |
| **VPM** | | **XXX:**  Action:  **XXX:**  Action: |
| **Treasurer** | | **XXX:**  Action:  **XXX:**  Action: |
| **VPPR** | | **XXX:**  Action:  **XXX:**  Action: |
| **Secretary** | | **XXX:**  Action:  **XXX:**  Action: |
| **SAA** | | **XXX:**  Action:  **XXX:**  Action: |
| **General Business** | | |
| **Name** | | **XXX:**  Action: |
| **Name** | | **XXX:**  Action: |
| **Name** | | **XXX:**  Action: |
|  | | **Date of Next Meeting:**  **Date:** XXX  **Time:** XXX  **Venue:** XXX |