**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 |