**Minutes of the [insert club name here] Executive Meeting**

Date held: **[insert]**

Time held: **[insert]**

Location: **[insert]**

Chairperson: **[insert]**

Minute taker: **[insert]**

Attendance List: **[insert]**

**AGENDA ITEMS:**

1. Acceptance of the Previous Minutes

**ATTACHMENTS:**

1. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**
2. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**
3. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**
4. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**

**DECISIONS MADE:**

1. AGENDA ITEM # **[insert Agenda Item #]**

MOTION: THAT

MOVER

SECONDER:

VOTE:

1. AGENDA ITEM # **[insert Agenda Item #]**

MOTION: THAT

MOVER

SECONDER:

VOTE:

1. AGENDA ITEM # **[insert Agenda Item #]**

MOTION: THAT

MOVER

SECONDER:

VOTE:

1. AGENDA ITEM # **[insert Agenda Item #]**

MOTION: THAT

MOVER

SECONDER:

VOTE:

**ACTIONS ALLOCATED:**

1. AGENDA ITEM # **[insert Agenda Item #] - [include what the action is and who is responsible for doing it!]**
2. AGENDA ITEM # **[insert Agenda Item #] - [include what the action is and who is responsible for doing it!]**
3. AGENDA ITEM # **[insert Agenda Item #] - [include what the action is and who is responsible for doing it!]**
4. AGENDA ITEM # **[insert Agenda Item #] - [include what the action is and who is responsible for doing it!]**

**NEXT MEETING: [insert]**

**TIME MEETING CLOSED: [insert]**

**Minutes of the [insert club name here] Executive Meeting**

Date held: **[insert]**

Time held: **[insert]**

Location: **[insert]**

Chairperson: **[insert]**

Minute taker: **[insert]**

Attendance List: **[insert]**

**ATTACHMENTS:**

1. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**
2. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**
3. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**
4. AGENDA ITEM # **[insert Agenda Item] – [insert title of document]**

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEMS:** | **DECISIONS:** | **ACTIONS ALLOCATED:** |
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**NEXT MEETING: [insert]**

**TIME MEETING CLOSED: [insert]**