



[Name of House]

## Minutes of Management Committee Meeting

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**Date of Meeting:**

**Meeting Held at:**

**Meeting Opened at:**

### Attendance

**Management Committee:**

**Staff:**

**Apologies:**

**Others present:**

### Confirmation of minutes of previous meeting

**Motion:** The Minutes of the [Name of House] Management Committee Meeting of **[Date]** be accepted as a true and correct record of the meeting.

**Moved:**

**Seconded:**

***CARRIED***

### Matters arising from previous minutes

Action or Issue	Update Information	Person Responsible

**President's Report**

Motion (if any):

Moved:

Seconded:

**Treasurer's Report**

Motion (if any):

Moved:

Seconded:

## Co-ordinator's Report

Motion (if any):			
Moved:		Seconded:	
Action (if any):			
Person Responsible:		Due date:	

## Correspondence

Date	From/To	Details	Action

## Agenda Items

### Agenda Item: *(Topic)*

Discussion:

Motion (if any):

Moved:

Seconded:

Action (if any):

Person Responsible:

Due date:

### Agenda Item: *(Topic)*

Discussion:

Motion (if any):

Moved:

Seconded:

Action (if any):

Person Responsible:

Due date:

**Agenda Item: *(Topic)***

Discussion:

Motion (if any):

Moved:

Seconded:

Action (if any):

Person Responsible:

Due date:

**Other Business****Agenda Item: *(Topic)***

Discussion:

Motion (if any):

Moved:

Seconded:

Action (if any):

Person Responsible:

Due date:

## **Next Meeting**

**Date of Meeting:**

**Time of Meeting:**

**Place of Meeting:**

## **Meeting Close**

**Meeting closed at:**

## **Minutes Confirmed**

These minutes were confirmed at the Management Committee meeting held on **[Date]**

Signed: ..... Position: .....