



[Name of House]

Minutes of Management Committee Meeting

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: