



# SAMPLE COMMITTEE MINUTES TEMPLATE

## MINUTES OF MELBOURNE SWANS HELD ON 25 MAY 2024

Meeting opened 7pm

### PRESENT

Joe Smith (president), Jill White (secretary), Brian Street (treasurer), Bob Brown, Fiona Black, Andrew White, Billy West, Tan Nguyen

### APOLOGIES

Mandy Southby, Jenny Mack

### MINUTES OF PREVIOUS MEETING

Moved Brian Street, Seconded Andrew White that the minutes of the previous meeting, 23 July 2020 be confirmed. Carried.

### BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

Successful volunteer grant.

### TREASURER

Brian Street tabled the financial reports. Moved Brian Street, seconded Billy West that the financial reports be accepted. Carried.

### CORRESPONDENCE

Inwards: Inside the BV Zone

Outwards: Newsletter to members

### AGENDA ITEMS

**Item 1** Diamond repairs: Major works will be required. Joe Smith and Bob Brown to assess and report to next meeting

**Item 2** Coaching: Jill Jones to advertise internally & externally for a head coach

### GENERAL BUSINESS

**Item 1** Sponsorship: Billy West to approach new business regarding sponsorship

**Item 2** Working Bee: Following assessment by Joe and Bob, a working bee will be organised

### NEXT MEETING:

26 September 2024

Meeting Closed 7:55pm

