**CLUB/ASSOCIATION NAME**

**COMMITTEE MEETING AGENDA**

**10 November 2018, 6-8pm  
Venue details**

|  |  |  |  |
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|  | **Time** | **Item** | **Speaker** |
| **1.** | 6pm | Welcome / Opening of Meeting | Chairperson |
| **2.** | 6.05pm | Apologies | Chairperson |
| **3.** | 6.07pm | Confirmation of Minutes from previous committee meeting | Chairperson |
| **4.** | 6.10pm | Actions from Minutes of previous meeting | Relevant people to provide update |
| **5.** | 6.25pm | Strategic issues and major items for discussion and decision (list each issue in new row with allocated time) | Chairperson |
| **6.** | 6.50pm | Reports from sub-groups | Relevant sub-groups |
| **7.** | 7.10pm | Budget Report and update | Treasurer |
| **8.** | 7.20pm | Other business | All |
| **9.** | 7.30pm | Date, time and venue of the next meeting and close | Chairperson |