

## **Club Name**

## Agenda – Meeting #1 2019

Minutes	
Date:	
Time:	
Location:	
Attendees:	
Apologies:	
Quorum	

1 Previous Minutes 2 Correspondence In  e.g. Information from SSA  3 Business Overview  3.1 e.g. Finance Report  Finance report attached – review	Item	Description
e.g. Information from SSA  Business Overview  3.1 e.g. Finance Report	1	Previous Minutes
3 Business Overview  3.1 e.g. Finance Report	2	Correspondence In
3.1 e.g. Finance Report		e.g. Information from SSA
	3	Business Overview
Finance report attached – review	3.1	e.g. Finance Report
		Finance report attached – review
3.2 e.g. Sponsorships	3.2	e.g. Sponsorships
Sponsorship report – review		Sponsorship report – review
3.3 e.g. Juniors Competition	3.3	e.g. Juniors Competition
Fixtures for the season		Fixtures for the season

Insert Sponsor logo (optional)

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## Club Name – Agenda – Meeting: Date Insert Club Logo



4	Other Business
5	Next Meeting
	Date/Time/Location
6	Meeting Close
	Time

Insert Sponsor logo (optional)

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