

Club meeting minutes template

Club name:

Location:

Date:

Time:

Chairperson(s):

1. Attendees

All executive members of the club must either be in attendance for the meeting to count as having reached quorum, or have given apologies before the meeting to state that they cannot attend.

Student's name	La Trobe Student Email Address	
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
		@students.latrobe.edu.au
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Any other attendees (for example, members of the club):

Apologies (members who cannot attend):

2. Executive member updates

This is chance for all executive members to update the rest of the club on their activities since the last meeting.

3. General Business

You may like to discuss upcoming events, membership, communications, advertising, marketing or other items.

4. Grant applications

How much of your yearly allocated budget does your club have yet? Will you or have you put in grant applications recently?

All information on grants and running your club can be found at latrobesu.org.au/clubs



5. Next meeting

When and where is your next meeting going to be held?

6. Finish

Meeting closed at: