

**Agenda/Minutes of [Club Name] Executive Committee Meeting**

**Venue:**

**Date & time:**

**Present**: [Name] (President), [Name] (VP Education), Name] (VP Membership), [Name] (VP Public Relations), [Name] (Treasurer), [Name] (Secretary), [Name] (Sergeant at Arms)

**Apologies**:

|  |  |  |
| --- | --- | --- |
| Item | **Discussion** | **Action Required** |
| 1. **Minutes of Previous Committee Meeting**   **7:00-7:02pm**  **2 mins** | * Minutes from previous meeting   **Corrections/Matters arising to previous minutes** (if applicable):  **Key point – Name -** brief description  **Moved by -**  **Seconded by -** | Carried |
| **2. Club Meeting Debriefs**  **7:02-7:32 pm**  **8/9/10 mins**  **Approx. each**  **3 x meetings**  **30 mins** | **Retention/Growth:**  **How to retain members?**  **How to connect with guests so they want to join?**  **Discussion: (if applicable)**  **Key point – Name -** brief description | **dd/mm/yyyy - Action - Name -**description – **date to be completed** |
| **8/9/10 mins** | **Club Meeting date**  **Chair:**  **Theme:**  **Word of the day**:  **Worked well**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Didn’t work as well/could be better**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **8/9/10 mins** | **Club Meeting date**  **Chair:**  **Theme:**  **Word of the day**:  **Worked well**  **Key point – Name -** brief description  **Key point – Name -** brief description  **Didn’t work as well/could be better**  **Key point – Name -** brief description  **Key point – Name -** brief description  **Discussion:**  **Key point – Name -** brief description  **Key point – Name -** brief description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **8/9/10 mins** | **Club Meeting date**  **Chair:**  **Theme:**  **Word of the day**:  **Worked well**  **Key point – Name -** brief description  **Key point – Name -** brief description  **Didn’t work as well/could be better**  **Key point – Name -** brief description  **Key point – Name -** brief description  **Discussion:**  **Key point – Name -** brief description  **Key point – Name -** brief description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4. New Business**  **7:32-8:25pm**  **50 mins**  **4/5/6 mins each guide, depending on # items** | **4.1 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.2 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.3 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.4 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.5 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.6 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.7 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **4/5/6 mins** | **4.8 Key Point - Name**  Description  **Discussion:**  **Name** - description  **Name** - description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **5. Old Business**  **8:25-8:35pm**  **10 mins**  **3/4/5 mins each guide, depending on # items** | **5.1 Key Point - Name**  Description  **Discussion:**  **Name** – description  **Name** – description  ***Previous Discussion***  ***Name*** *– description*  ***Name*** *– description*  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **3/4/5 mins** | **5.2 Key Point - Name**  Description  **Discussion:**  **Name** – description  **Name** – description  ***Previous Discussion***  ***Name*** *– description*  ***Name*** *– description*  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **6. Reports**  **8:35-8:57pm**  **21 mins**  **2/2.5/3 mins each report** | [**2023-2024 Agenda and Reports\_CSTM Committee.xlsx**](https://docs.google.com/spreadsheets/u/0/d/1WSPUXf_AxYK86_7wvgfFtSe4WwiTEiRj/edit)  **Verbal updates**  **Updates on actions**  **Discussion:**  **Name** – description |  |
| **2/2.5/3 mins** | **SAA – Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point -** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **2/2.5/3 mins** | **Secretary – Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  *Meeting lengths (link to file)*  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point –** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **2/2.5/3 mins** | **Treasurer – Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  *Financial Report (link to file)*  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point –** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **2/2.5/3 mins** | **VPPR - Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point –** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **2/2.5/3 mins** | **VPM - Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  *Attendance (link to file)*  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point –** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **2/2.5/3 mins** | **VPE - Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point –** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **2/2.5/3 mins** | **President - Name**  Verbal Updates  **Key point -** brief description  **Key point -** brief description  **Discussion:**  **Key point - Name -** brief description  **Key point - Name -** brief description  **Decision:**  **Key point –** description | **dd/mm/yyyy - Action - Name -**description - **date to be completed**  **dd/mm/yyyy - Action – Name -**description - **date to be completed** |
| **7. Next Meeting**  **8:57-8:58 pm**  **1 min** | **Date time**  **Discussion:**  **Key point – Name -** brief description | **dd/mm/yyyy - Zoom - Name –** set zoom & email committee, **date to be completed** |
| **8. Meeting Close**  **8:58-9:00pm**  **2 min** | **time** | **dd/mm/yyyy – Next Meeting - All –** arrive on time & prepared, **date to be completed** |