# Association/Service Name

# Meeting Agenda

## Date Date

## Time

1. **Type of Meeting: Description of Meeting**

Chairperson: Name

Invitees: Names of Invitees

1. **Attendance and Apologies**
2. **Approval of minutes from last meeting**
3. **Chairperson’s Report**

Open issue/summary of discussion

Open issue/summary of discussion

Open issue/summary of discussion

1. **Treasurer’s Report**

Open issue/summary of discussion

Open issue/summary of discussion

Open issue/summary of discussion

1. **Correspondence in/out**

Open issue/summary of discussion

Open issue/summary of discussion

1. **Other business**

Open issue/summary of discussion

Open issue/summary of discussion

Open issue/summary of discussion

1. **New business**

New business/summary of discussion

New business/summary of discussion

New business/summary of discussion

1. ***Adjournment***