**Corporation / Association Name**

**ICN or ACN**

**Date:**

**Place of meeting:**

**Time meeting started:**

**Chairperson:**

**Minute taker:**

### Agenda item 1: Welcome, attendees and apologies

|  |  |
| --- | --- |
| **People Present** | In person:Over phone or internet: |
| **Apologies** |  |
| **Alternate members or proxies** | *Name and who they are representing. Collect any signed proxy forms.* |
| **Guests** |  |

|  |  |
| --- | --- |
| **Agenda item 2: Conflicts of interest noted** |  |

|  |  |
| --- | --- |
| **Agenda item 3:****Agree on Agenda** | *Record any changes to agenda.*Agreement to the agendaMoved: *name* Seconded: *name* Agreed or not? |
| **Agenda item 4:****Review and confirm minutes of previous meeting** | *Changes noted.*Minutes confirmed a true record of the meeting on *date*.Moved: *name* Seconded: *name* Agreed or not? |

|  |  |  |
| --- | --- | --- |
| **Reports on business arising from the minutes of the previous meeting?** | *Directors or staff report on progress on decisions made at the last meeting* | *Follow-up actions. By whom?* |
|  **Agenda item 5:****Corporation Reports Received** |  |

**New Business**

|  |  |  |
| --- | --- | --- |
| **Discussion/outcomes** | **Person responsible for action/follow up** | **Due date** |
| Agenda itemAction/DecisionIf formal motion:*Moved: name Seconded: name Agreed or not?* |  |  |
| Agenda itemAction/DecisionIf formal motion:*Moved: name Seconded: name Agreed or not?* |  |  |
|  |  |  |
|  |  |  |
| Date and time of next meeting |  |  |

|  |  |
| --- | --- |
| Members absent for part of the meeting or who left early |  |

### Time meeting closed:

### Confirmation of the minutes as a true record of the meeting

………………………………… …………………………………. ………………………
(signature) (name) (date)

**Worksheet**

**Corporation name**

**Corporation Number**

**Date:**

**Place of meeting:**

**Time meeting started:**

**Chairperson:**

**Minute taker:**

### Agenda item 1: Welcome, attendees and apologies

|  |  |
| --- | --- |
| **People Present** | In person:Over phone or internet: |
| **Apologies** |  |
| **Alternate members or proxies** |  |
| **Guests** |  |

|  |  |
| --- | --- |
| **Agenda item 2: Conflicts of interest noted** |  |

|  |  |
| --- | --- |
| **Agenda item 3:****Agree on Agenda** | Agreement to the agendaMoved: *name* Seconded: *name* Agreed or not? |
| **Agenda item 4:****Review and confirm minutes of previous meeting** | Minutes confirmed a true record of the meeting on *date*.Moved: *name* Seconded: *name* Agreed or not? |

|  |  |  |
| --- | --- | --- |
|  |  | **Follow-up actions.** **By who?** |
| **Reports on business arising from the minutes of the previous meeting?** |  |  |
|  **Agenda item 5:****Corporation Reports Received** |  |

**New Business**

|  |  |  |
| --- | --- | --- |
| **Discussion/outcomes** | **Person responsible for action/follow up** | **Due date** |
| Agenda itemAction/Decision/Motion |  |  |
| Agenda itemAction/Decision/Motion |  |  |
| Date and time of next meeting |  |  |

### Time meeting closed: