**“Swimming Club Name” Annual General Meeting**

*Friday 21st August 2016 at 3:30pm*

*John Smith Swimming Pool, Meeting Room 2*

**Present:**

*John Smith (Chairperson), John Smith (Treasurer), John Smith (Secretary), John Smith (Head Coach)*

**Apologies:**

*John Smith (Vice-President)*

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| **Meeting Ref.** | **Title/Matter** | **Minutes** |
| **1.** | Welcome and Apologies |  |
| **2.** | Minutes from previous AGM | Confirmation of minutes from AGM |
| **3.** | Chairperson’s Report | Available to read prior to AGM via the club website |
| **4.** | Presentation of Audited Club Financials |  |
| **5.** | Treasurer’s Report | Available to read prior to AGM via the club website |
| **6.** | Head Coach’s Report | Update provided from head coach on progress from previous year and next year’s aims |
| **7.** | Election of new Board / Committee Members | Positions for election – Vice-President |
| **8.** | General Business |  |
| **9.** | Date of next AGM |  |
| **10.** | Close |  |