**Meeting Minutes Template**

Committee Management

**“Swimming Club Name” Committee Meeting Minutes**

*Friday 1st April 2014 at 3:30pm*

*John Smith Swimming Pool, Meeting Room 1*

**Members Present:**

*John Smith (Chairperson), John Smith (Treasurer), John Smith (Secretary), John Smith (Head Coach), Jayne Smith (Public), Jude Smith (Public), Juliet Smith (Public), Julie Smith (Public), James Smith (Public)*

**Apologies:**

*John Smith (Vice-President), John Smith (Club Volunteer Coordinator)*

Meeting call to order at 3:35pm by meeting Chairperson John Smith.

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| **Meeting Ref.** | **Title/Matter** | **Minutes** |
| **1.** | Welcome and Apologies | Chair welcomes all attendee’s to the AGM and gives apologies for John Smith (VP) and John Smith (Volunteer Coordinator) |
| **2.** | Minutes from previous AGM | AGM Meeting minutes approved |
| **3.** | Chairperson’s Report | Chairperson presented their report to the meeting which was approved.  Motioned: Jayne Smith Seconded: Julie Smith |
| **4.** | Audited Finances | The Club’s Audited financials were presented to the room |
| **5.** | Treasurer’s Report | Club Treasurer presenter their report which was approved.  Motioned: Julie Smith Seconded: Jayne Smith |
| **6.** | Head Coach Report | The Head Coach presented the clubs swimming achievements from the previous year and targets for the coming year. |
| **7.** | Board/ Committee Member Election | Nominations for the position of Vice-President were received from the floor. Jayne Smith was the only nominee.  Motioned: Julie Smith Seconded: John Smith |
| **8.** | General Business | Questions were taken from the floor –  Question 1 – what are the clubs aims for the forthcoming year?  Chair – The club aims to…………. |
| **9.** | Date of next AGM | Date of the next AGM was agreed to be:  Friday 2nd April 2015. |
| **10.** | Meeting Closed | Chairperson closed the AGM at 5:10pm |

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The next meeting is scheduled for Friday 2nd April 2015 at 3:30pm at John Smith Swimming Pool, Meeting room 1.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_