

Minutes Template

Meeting of _____ **Foróige Club**

held in _____ on the _____ at _____.

Opening: The Chairperson, _____ declared the meeting open at _____ with _____ members present. She welcomed new members _____ and _____.

Present: (list names)

Apologies were received from:

Minutes: The Secretary read the minutes of the last meeting.

Proposed : _____ Seconded: _____ that the minutes read are a true & correct record.

Matters arising from the minutes: _____

Correspondence:

Treasurer Report: a balance of € _____ and presented the following invoices for payment. 1. _____ 2. _____ 3. _____

Proposed by _____ Seconded by _____

Treasurer also reported _____

Communications Officer Report _____

Main Business:

Item 1 _____

Item 2 _____

Item 3 _____

Any Other Business _____

Date, time and place of next meeting: _____

The chairperson declared the meeting closed at _____.

Summary of actions

Action Agreed	Responsibility of	To be done by when