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| **Form 177 Ordinary Meeting Minutes** | | | |
| **Name of Club/Society:** |  | | |
| **Date held:** |  | **Time:** |  |
| **Location:** |  | | |
| 1. **Acknowledge the traditional owners** | | | |
| *We acknowledge the Traditional Owners on whose Country the meeting is taking place. We thank them for allowing us to meet on their Country and acknowledge their Elders past and present.*  Welcome to members and introduce any special visitors.  Ensure Minute Taker has been appointed and is ready to take the minutes. | | | |
| 1. **Attendance List** | | | |
| **Club/Society to complete and retain Form 178 Club Society Ordinary Meeting Attendance List** | | | |
| 1. **Meeting Opening** | | | |
| * 1. **Time meeting opened**   2. **Minute takers name** | | | |
| 1. **Matters for decision** | | | |
|  | | | |
| 1. **Matters for noting/Information:** | | | |
| * 1. **Finance Report**   2. **President’s Report** | | | |
| 1. **Any other business** | | | |
|  | | | |
| 1. **Close** | | | |
| * 1. **Next meeting –**   2. **Meeting close time** | | | |