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| **Form 177 Ordinary Meeting Minutes** |
| **Name of Club/Society:** |  |
| **Date held:** |  | **Time:** |  |
| **Location:** |  |
| 1. **Acknowledge the traditional owners**
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| *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**
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| **Club/Society to complete and retain Form 178 Club Society Ordinary Meeting Attendance List** |
| 1. **Meeting Opening**
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| * 1. **Time meeting opened**
	2. **Minute takers name**
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| 1. **Matters for decision**
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| 1. **Matters for noting/Information:**
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| * 1. **Finance Report**
	2. **President’s Report**
 |
| 1. **Any other business**
 |
|  |
| 1. **Close**
 |
| * 1. **Next meeting –**
	2. **Meeting close time**
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