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| INSERT LOGO | **CLUB NAME** **Date and Time**: **Location:**  |

**Meeting Discussion Points and Actions**

**Attendance:**

**Apologies:**

**Meeting Documentation:**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion Points** | **Post Meeting Actions** |
| 1. **Confirmation of the minutes**
 |  |  |
| 1. **Business arising from the minutes**
 |  |  |
| 1. **Items for discussion**
 |  |  |
| **4. Other Business** |  |  |

**Next meeting to be held**