

# Click to enter the name of your Aboriginal and Torres Strait Islander corporation

# ICN Click to enter ICN

## Minutes of general meeting

**Time:** Click to enter time

**Date:** Click to enter the date of the meeting

**Place:** Click to enter the location of the meeting

**Chair:** Click to enter chair’s name

**Minute taker:** Click to enter minute taker’s name

### Agenda item 1: Welcome, attendees and apologies

#### Chair

[Name of person] was confirmed as chair for the meeting.

#### 1.2 Attendees

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Participation method** |
| Click to enter name | Click to enter position | Choose an item. |
| Click to enter name | Click to enter position | Choose an item. |
| Click to enter name | Click to enter position | Choose an item. |
| Click to enter name | Click to enter position | Choose an item. |
| Click to enter name | Click to enter position | Choose an item. |
| Click to enter name | Click to enter position | Choose an item. |

#### 1.3 Apologies

Click to enter names

#### 1.4 Meeting open

The chair declared the meeting open at [click and enter time] and that a quorum was present.

### Agenda item 2: Proxy appointments

The chair of the meeting received the report on proxy holders.

|  |  |
| --- | --- |
| **Proxy holder’s name** | **Number of proxy votes held** |
| Click to enter name |  |
| Click to enter name |  |
| Click to enter name |  |

### Agenda item 3: Minutes of previous meeting and matters arising

#### 3.1 Confirmation of minutes

**Proposed resolution:** That the minutes of the general meeting held on [date] be accepted.

**Moved by:** Enter name of who proposed/moved the resolution

**Seconded by:** Enter name of who seconded it

**Decision:** Resolution [Choose an item.]

#### 3.2 Matters arising from the previous minutes

[Click and enter discussion points and any resolutions on matters not covered elsewhere in the agenda or action items.]

#### 3.3 Action items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item number** | **Action item title** | **Responsible person** | **Proposed (or actual) date of completion** | **Status and resolutions** (update on progress and any further resolutions on the item) |
|  |  |  |  |  |
|  |  |  |  |  |

### Agenda item 4: Business of the meeting

[Click and enter the specific business of the general meeting. If relevant, note any key discussion points, resolutions or actions assigned.]

### Agenda item 5: Special resolution/s (if relevant)

**Document/s tabled:** Enter the reference number or title of any paper/s tabled.

**Special resolution proposed:** Enter the wording of the resolution.

**Moved by:** Enter name of who proposed/moved the resolution

**Seconded by:** Enter name of who seconded it

**Discussion:** Enter key discussion points (if relevant)

**Decision:** Special resolution [Choose an item.]

### Agenda item 6: Any other business

The chair invited all those present to raise any matters of relevance that may have not been dealt with on the agenda.

Enter the business raised, key discussion points and resolutions (if any) *or* that there were no other items of business raised.

### Agenda item 7: Next meeting

[If details of the next meeting are known] The next meeting of members will be held at [Click to enter time], on [Click to enter a date] at [Click to enter location].

[If details of the next meeting are not known] The next meeting of members will be held within five months after the end of the corporation’s next financial year, or sooner if a purpose arises that requires a general meeting to be held. The directors’ will determine the time, date and location closer to the date and issue a notice.

### Agenda item 8: Meeting close

The meeting was declared closed at [Click enter time the meeting ended].

### Confirmation of the minutes

These minutes are a true and accurate record of the meeting.

Signed by: [Choose an item.]

[Click to enter name] [Click to enter date]

………………………………… …………………………………. ………………………  
(signature) (name) (date)