

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

# ICN Click to enter ICN

## Minutes of annual 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. |

#### 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: Corporation reports

#### 4.1 CEO report

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

**Moved/presented by:** Enter name of who presented the report

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

**Key points:** Enter key points about the report

**Action required and/or resolutions arising from the report:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* The CEO report for the year ended 30 June [year] was taken as **received.**

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

#### 4.2 Directors’ report

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

**Moved/presented by:** Enter name of who presented the report

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

**Key points:** Enter key points about the report

**Action required and/or resolutions arising from the report:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* The directors’ report for the year ended 30 June [year] was taken as **received.**

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

#### 4.3 Financial report

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

**Moved/presented by:** Enter name of who presented the report

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

**Key points:** Enter key points about the report

**Action required and/or resolutions arising from the report:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* The financial report for the year ended 30 June [year] was taken as **received.**

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

#### 4.4 Auditor’s report

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

**Moved/presented by:** Enter name of who presented the report

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

**Key points:** Enter key points about the report

**Action required and/or resolutions arising from the report:**

* **Action required** to [enter what’s required, who will be responsible for it and by when]. [delete if not relevant]
* The auditor’s report for the year ended 30 June [year] was taken as **received.**

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

### Agenda item 5: Questions

The chair invited all those present to ask questions about how the corporation is managed.

If relevant enter the questions raised, key discussion points and resolutions (if any) *or* that there were no questions.

### Agenda item 6: Appointment of auditor and fee

**Proposed resolution:** That [Enter name of auditor/audit firm] be appointed as auditor for the year ended 30 June [year].

That the audit fee be agreed as $XXXXXX.

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

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

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

### Agenda item 7: Election of directors

#### Expiring/vacant directorships

The terms of appointment for the following people expired:

* [Enter outgoing director’s name]
* [Enter outgoing director’s name]
* [Enter outgoing director’s name]

#### Nominations

The chair advised that nominations in writing were received prior to the meeting for the following people *or* The chair called for nominations for the vacant positions and the following people were nominated:

* [Enter nominee’s name]
* [Enter nominee’s name]
* [Enter nominee’s name]

#### Result

An election was held by [insert process used e.g. show of hands or ballot papers]. The following people were elected as directors:

* [Enter incoming director’s name]
* [Enter incoming director’s name]
* [Enter incoming director’s name]

### Agenda item 8: 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 9: 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 10: Next meeting

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 11: Meeting close

The meeting was declared closed at [Click to 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)