



Dear Clubs and Societies,

All Clubs should record their meetings. A method that is frequently used by almost all good organisations is minting meetings. This keeps documentation of any major/ minor decisions that the organisation made, when ever or by whomever. You will find in the document an easy template to guide you to be able to record your own minutes.

Attached is:

- **Agenda** - which you use prior to the meeting to prompt committee what is to be discussed
- **Minutes** - which you will normally make notes of during the meeting and confirm if these typed up minutes, are correct at the next meeting.

Your minutes can be as brief or as intricate as you like and this will depend on the effort that you put in. the attached minutes are probably as much detail as you will ever require.

If have any queries about how to manage your meetings or require any help with recording your minutes, please feel free to contact myself or an activities officer to assist you.

Kind regards

Jonathon Corbitt  
**Chair, Activities & Societies**  
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0409 295 698

Activities Officers

**Joondalup Campus**  
Paul Harnett  
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**Template**  
**Agenda**  
28<sup>th</sup> June 2008  
Joondalup Campus

To: Tim – tim@ecuguild.org.au  
Andrew – 0425 011 XXX  
Etc.

1. Opening time
2. Attendance
  - 2.1.1. Attendance
  - 2.1.2. Observer
  - 2.1.3. Apologies
3. Minutes
  - 3.1. Confirmation of Minutes previous meeting
  - 3.2. Business Arising from Minutes
4. Correspondence
  - 4.1. Inward and outward correspondence
  - 4.2. Business arising from correspondence
5. Opening a Club Bank Account
6. Affiliating with the Guild
  - 6.1. Club Constitution
  - 6.2. Guild Affiliation Forms
7. General Business
  - 5.1 Business Cards for Committee
  - 5.2 Event in June
  - 5.3 Storage of Equipment
8. Other Business
  - 8.1.
9. Next meeting date(s)

END OF MEETING

# Template Minutes

18<sup>th</sup> August 2008  
Joondalup Campus

<p><b>NEXT MEETING</b> <b>1<sup>st</sup> September, 2008</b> <b>ECU Joondalup Campus, Room (TBC)</b> <b>3:00p.m. (SHARP)</b></p>
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1. Opening time – 2:10pm

2. Attendance

- 2.1.1. Attendance  
David, Roz, Tony
- 2.1.2. Observer  
Sharon
- 2.1.3. Apologies  
Sunshine, Alistair, Natalie

3. Minutes

3.1. Confirmation of Minutes previous meeting - Tues 28th March 2006

*Motion*; “That the minutes are a true and accurate record of the meeting on Tuesday 8th February 2008”

**Moved:** David

**Seconded:** Tim

**CARRIED**

3.2. Business Arising from Minutes

3.2.1. **Deferred business**

**Sharon** spoke how she went to a lawyer last year

**ACTION: Roz** regarding the paperwork, it was stated that an email similar to one sent for the Election of President would be satisfactory.

**S.B.** to put package together and forward to **R.C for R.C.** to distribute and to discuss at next meeting. The resolution discussed was to aim for XXXX becoming a company by beginning of Financial Year

It was also stated that there is lots of deferred business which needs to be addressed.

4. Correspondence

4.1. Inward and outward correspondence

Tony said he received email from Matthew – The email suggested approaching the ... Further discussion took place that ... A suggestion was made that perhaps we could invite them to be involved with...



5.5 Event in June

The club would like to hold an end of semester party in June

Action: Sharon to investigate the event and present at next meeting

5.6 Storage of Equipment

Club equipment to be stored at David's house.

8. Other Business

8.1.

9. Next meeting date(s) – Wednesday

Tues 1<sup>st</sup> May @ 3:00, Joondalup Campus

**END OF MEETING 4.41pm**

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