DICKY BEACH SLSC
MINUTES OF COMMITTEE/SUBCOMMITTEE
TEMPLATE No. 009

Minutes:
Name of Committee & Sub Committee
Date of meeting

1.	OPENING/WELCOME

(Insert Chairperson's name) took the chair meeting opened at xxxx am/pm and welcomed all the committee members.

2.	ATTENDANCE

Place full list of committee members in attendance

Visitors: Nil

3.	APOLOGIES

Place full list of committee members who have apologised prior to the meeting (if no formal apology received the name of the person and stating no apology was received should be indicated)

4.	DISCLOSURE OF INTEREST

All members were asked if any person had any conflict of interest regarding the matters being raised. Members were reminded should an item be discussed that may cause conflict they are immediately to declare same to the President at the meeting prior to the matter being discussed. If there is a person who discloses conflict of interest should indicate who and what topic. This person should leave the meeting when the matter is discussed.

5.	DECLARATION OF CONFIDENTIALITY OF ITEMS DISCUSSED

All members declared they understood they are to abide by the Code of Conduct for Administrators, Directors and Officers and are to maintain strict confidentiality of matters discussed at the meeting – all members were asked if they understood these terms by show of hands – all showed hands. During the past season there has been information given out by committee members please ensure all members understand the importance of confidentiality and that NO information is to be discussed outside this group or to Board members.

6.	MINUTES OF PREVIOUS MEETING

MOVED by xxxxxxxx **SECONDED** by xxxxxxxxx **CARRIED** That the minutes of place date here be accepted.

7.	BUSINESS ARISING OUT OF MINUTES

These items are taken from the botton of the last minutes and are upgraded when discussed either completed or ongoing

ACTION ITEMS

ACTION	RESPONSIBLE OFFICER	STATUS
Place what the action is	Who is responsible	Ongoing or Completed

8.   CORRESPONDENCE

9.   FINANCE

- Identify if the current budget is within the allocated budget of the committee
- Identify if the budget is outside the allocated budget of the committee, if so – why and what strategies will be implemented to reign in the budget (include fundraising initiatives)
- Identify if there are strategic purchases to be made, which may need changes to the budget – identify the correct amount of such purchases
- Move any motions for expenditure within the budget stating the full amount what the expenditure is to be used for.
- Move any motions for consideration of expenditure outside the budget clearly articulating full amount and description for such expense.

MOTIONS

MOVED by insert person's name **SECONDED** by person's name **CARRIED**

- That the budget has been examined by the committee; and
- Any other motion…..

10.   STRATEGIC PLAN

The Committee should identify any strategic plan items, which refers to the committee

At each meeting the committee should note any actions being undertaken in line with the strategic plan – please note down in dot points

MOVED by Insert Name **SECONDED** by Insert Name **CARRIED**

- That the Strategic Plan has been examined by the committee;
- That xxxxxx action has been completed OR
- That xxxxx action has been partially completed (please fully explain what has occurred) OR

- That xxxxx action cannot be completed until (state what needs to occur to have the action met)OR

11.	REPORTS

Note reports received and any issues

12.	GENERAL BUSINESS

General Business should be placed in dot points and should cover what is discussed by the Committee – again any MOTIONS need to be recorded accurately with Mover and Seconder and record any person who abstains from the vote.

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13.	NEXT MEETING

Place the date, time and location of the next meeting

14.	CLOSE OF MEETING

There being no further General Business the President declared the meeting closed at 10 pm

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Signed by Chairperson

These items come from what is still ongoing above and what new action items were identified during the meeting.

ACTION ITEMS

ACTION	RESPONSIBLE OFFICER	STATUS