

BUSINESS DAPTO

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MINUTES: Secretary's Notes

MEETING LOCATION _____ DATE _____ TIME _____

CHAIRMAN _____ SECRETARY _____ Quorate Yes / No

MEMBERS PRESENT:

VISITORS:

APOLOGIES

FUTURE APOLOGIES

Motion: That the apologies as read be accepted.

Moved _____ Seconded _____ Carried / Defeated

MINUTES OF THE PREVIOUS MEETING

Amendment / Correction:

Motion:

That the minutes of the previous meeting (as circulated) (and Amended) be (taken as read and) confirmed

Moved _____ Seconded _____ Carried / Defeated

Matters Arising:

Inwards Correspondence

Motion: That the inwards correspondence be received:

Moved: _____ Seconded: _____ Carried / Defeated

Outwards Correspondence

Motion that the outwards correspondence be endorsed

Moved: _____ Seconded: _____ Carried / Defeated

Matters Arising from the Correspondence

Motion: _____

Moved: _____ **Seconded:** _____ **Carried / Defeated**

Reports:

Motion: that the reports be received:

Moved: _____ Seconded: _____ Carried / Defeated

GENERAL BUSINESS
