Sample of Meeting Minutes

**Minutes of the Harris Park Little Athletics Centre**

**Tuesday, 19 March 2019 at 10.30am**

**Board Room- 90 Harris Street, HARRIS PARK NSW**

**Notes taken by:** Mark Jones

**Meeting opened:** 10.33am

**ATTENDANCE:** Present at the Meeting…

**APOLOGIES:** Apologies were received from….

**PREVIOUS MINUTES:**

                It was moved that the minutes of the previous meeting be accepted without amendment.

                Moved by: John Smith                    Seconded by: Jane Doe                                  CARRIED

**BUSINESS ARISING FROM MINUTES:**

                3.1 Local Government Grant

The Chairperson reported that a $4,000 grant had been received from the Harris Park Town Council to buy high jump equipment, as per the submission tabled at the previous meeting.

The Chairperson is to submit a detailed budget to the Council before going ahead with any purchases                                   Action: Chairperson

**CORRESPONDENCE:**

Correspondence was received from…. Regarding……

A letter was sent to…. Asking for….

Or attached a copy of all correspondence to be circulated to members at meeting

It was moved that the inward correspondence be accepted and the outwards correspondence be endorsed.

Moved by: John Smith                    Seconded by: Jane Doe                                  CARRIED

**REPORTS:**

Treasurer tabled regular financial report and accounts for payments.

Moved report be accepted and accounts approved for payment.

Moved by: John Smith                    Seconded by: Jane Doe                                  CARRIED

Presidents report tabled.

Moved report be accepted.

Moved by: John Smith                    Seconded by: Jane Doe                                  CARRIED

**GENERAL BUSINESS:**

6.1 Draft Budget

The Treasurer submitted a draft budget for the year 2019/2020. Modifications were suggested in certain areas, but all present at the meeting thanked the Treasurer for the time taken in collating the draft budget.

Treasurer to make modifications to the budget ready for the next meeting.

                                                                Action: Treasurer

6.2 Fundraising Event

Discussion on ideas for a major fundraising event to raise money for the purchase of new hurdles.

Moved that a fundraising sub-committee, consisting of Treasurer, Mr Brown, Mrs White and Mrs Green, investigates various ideas and reports back to the next meeting with its recommendations.

Moved by: John Smith                    Seconded by: Jane Doe                                  CARRIED

                                                                Action: Fundraising Committee

**NEXT MEETING:**

                Next meeting to be held at…. Date, time and venue.

**MEETING CLOSED:** 12:05pm

**Date:                                                     Chairperson:**