

**SAMPLE MINUTES FOR
SECTION 355 MANAGEMENT COMMITTEE MEETINGS**

Minutes of _____ Management Committee Meeting

Date of Meeting:

Meeting held at:

Meeting Opened at:

Attendance:

Apologies:

Confirmation of the minutes of the previous meeting:

Motion: The Minutes of the _____ Management Committee Meeting of (Date) be accepted as a true and correct record of the meeting.

Moved:

Seconded:

CARRIED

Matters arising from previous minutes

| Action or issue | Update Information | Person responsible |
|-----------------|--------------------|--------------------|
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Chairpersons Report

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Motion (if any):

Moved:

Seconded:

Treasurers Report

Motion (if any):

Moved:

Seconded:

Correspondence In

| Date | From | Details | Action |
|------|------|---------|--------|
| | | | |
| | | | |

Correspondence Out

| Date | To | Details | Action |
|------|----|---------|--------|
| | | | |
| | | | |

New Business**Agenda Item (Topic)**

Discussion:

Motion (if any):

Moved:

Seconded:

Action (if any):

Person responsible:

Due date:

Next meeting details _____