



COMMITTEE **XXXX** MEETING

LOCATION

DATE

TIME

MINUTES – **DRAFT/FINAL**

1.0 CALL TO ORDER – **TIME** ACTION

1.1 ROLL CALL

Present:

Late:

Regrets:

Staff:

1.2 DETERMINATION OF QUORUM – **CONFIRM QUORUM**

2.0 APPROVAL OF AGENDA

MOTION

MOVED BY:

SECONDED BY:

THAT THE AGENDA FOR **Insert Date** BE ACCEPTED

CARRIED

3. APPROVAL OF MINUTES OF last meetings minutes insert date

MOTION

MOVED BY:

SECONDED BY:

THAT THE MINUTES OF insert date BE ACCEPTED WITH THE FOLLOWING AMENDMENTS: (only put amendments in if required)

Changes to the minutes: - if required

CARRIED

3.1 BUSINESS ARISING FROM MINUTES

4.0 CORRESPONDENCE

5.0 TIMELINES FOR List the month reviewing

6.0 COMMITTEE REPORTS

ANY OTHER AGENDA ITEMS TO BE ADDED IN HERE

7.0 DATE OF NEXT MEETING –

ADJOURNMENT: meeting adjourned at insert time

MOTION

MOVED BY:

SECONDED BY:

THAT THE MEETING BE ADJOURNED AT insert time

CARRIED

COMMITTEE ACTION ASSIGNMENTS

Please e-mail PM 1 week before the next meeting if your assignment is ready to add to the Agenda or if you need more time.

Name	Date	Item	Action	Status			
				Agenda	Ongoing	More Time	Complete

ATTACH COMMITTEE REPORTS