## Club Name

## Agenda – Meeting #1 2019

|  |  |
| --- | --- |
| Minutes | |
| Date: |  |
| Time: |  |
| Location: |  |
| Attendees: |  |
| Apologies: |  |
| Quorum |  |

|  |  |
| --- | --- |
| Item | Description |
| 1 | **Previous Minutes** |
| 2 | **Correspondence In** |
|  | e.g. Information from SSA |
| 3 | **Business Overview** |
| 3.1 | **e.g. Finance Report** |
|  | Finance report attached – review |
| 3.2 | **e.g. Sponsorships** |
|  | Sponsorship report – review |
| 3.3 | **e.g. Juniors Competition** |
|  | Fixtures for the season |
| 4 | **Other Business** |
| 5 | **Next Meeting** |
|  | Date/Time/Location |
| 6 | **Meeting Close** |
|  | Time |