CORPORATE MINUTES

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Welcome, Introductions and Apologies**
2. **Previous Minutes**
   * Any changes to the minutes
   * Business/Actions arising from the previous minutes. Copy and paste actions into table below from previous meeting minutes
   * Move and second minutes

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| --- | --- | --- |
| **Action** | **Who** | **Date** |
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|  |  |  |
|  |  |  |
|  |  |  |

1. Reports

* Report from Chair
* Report from Secretary
* Report from Treasurer
* Report from ADF Senior Community Development Officer (SCDO)
* Reports from any other office holders eg media person re *media liaison?*
  + - * 1. 4. General Business
* Project updates

# Planning for future projects/events

# Membership

# Other business

# 

* + - * 1. 5. Next Meeting: