Sample Agenda

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

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

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

**ATTENDANCE:**

**APOLOGIES:**

Chairperson: Introduces any special guests by name and qualification, welcomes visitors, calls for apologies, moves that apologies be accepted.

**PREVIOUS MINUTES:**

Chairperson amends if necessary and confirms, by motion, minutes of previous meeting.

**MATTERS ARISING FROM MINUTES:**

Usually related to action someone who was appointed at the last meeting. Discussion is confined to those matters not to be covered in reports to come.

**CORRESPONDENCE:**

Secretary presents a list of inward and outward correspondence, in chronological order. Chairperson request motion that inwards correspondence be received and outwards endorsed.

**REPORTS:**

Treasurer – regular written financials report, discussion on report, motion to accept accounts for payment, motion to adopt the report.

Other committee members present reports – discussion and action may follow each report. Each report must be adopted by means of a motion.

**GENERAL BUSINESS:**

Any other matters.

**NEXT MEETING:**

Date, time and venue.