

FAMDA - Annual General Meeting Secretary Minutes Template

(Professional Recording Template)

Foster Arts Music & Drama Association (FAMDA)

Annual General Meeting – Minutes

Date:

Time:

Venue:

1. Opening

The President, [Name], opened the meeting at [time].

2. Attendance

Present:

[List]

Apologies:

[List]

3. Confirmation of Quorum

The Chair confirmed that a quorum was present in accordance with the Constitution.

4. Confirmation of Previous AGM Minutes

Motion:

That the minutes of the previous AGM be confirmed.

Moved:
Seconded:
Outcome: Carried / Not Carried

5. President's Report

The President presented the annual report.

Motion:

That the President's Report be received.

Moved:
Seconded:
Outcome: Carried / Not Carried

6. Treasurer's Report

The Treasurer presented the financial statements for the year ending [date].

Motion:

That the financial statements be adopted.

Moved:
Seconded:
Outcome: Carried / Not Carried

7. Election of Committee

The following members were declared elected:

- President:
- Vice President:
- Secretary:
- Treasurer:
- General Committee:

(Adjust to match Constitution)

8. Membership Fees (if applicable)

Motion:

That membership fees for the next year be set at \$_____.

Moved:

Seconded:

Outcome: Carried / Not Carried

9. Special Business

[Record details if applicable]

10. General Business

[Record brief notes if applicable]

11. Close

There being no further business, the meeting closed at [time].

Signed: _____
President

Date: _____