

Minutes template for an AGM

[DATE]

Call to Order

The AGM of [association name] was held on [date] at [location]. It began at [time] and was presided over by [president's name] as president, with [secretary's name] as secretary.

Attendees

Voting members in attendance included [list voting members here]

Guests in attendance included [list guests here]

Approval of Minutes

A motion to approve the minutes of the previous [date] meeting was made by [name] and seconded by [name].

Officers' Reports

President's report was presented by [name of presenter].

Treasurer's was presented by [name of presenter].

AGM election

The following committee members were elected [name of president] as president, [name of treasurer], as treasurer, and [name of secretary] as secretary.

Announcements

Adjournment

[Name of mover] moved that the meeting be adjourned, and this was agreed upon at [time of adjournment].

Secretary

Date of Approval