**Executive meeting minutes template**

*To make the best use of this template, read the template in full before your planned meeting. The text in blue is describing the different parts of the document and tips on how to use it. Once you start your meeting, delete the blue text and edit and fill in the parts of the document in black text to suit your needs.*

**Executive Meeting Minutes**

CLUB NAME

TIME | DATE

LOCATION (if online, you can specify “Online Meeting via PLATFORM”)

The meeting opened at EXACT TIME *(e.g. 3:07pm)*.

**Agenda:**

* Attendance
* Apologies
* Proposal of reaffiliation option
* Discussion and Concerns
* Formal vote
* Task allocations and Action plan

**Attendance:**

*List the executive team members who are present at this meeting.*

**Apologies:**

*List the executive team members with explained absence from the meeting.*

*Absent without apology:*

*Here, include any executive members who are absent unexplained.*

**Proposal of reaffiliation option/s:**

*Note down here which reaffiliation option your Club is considering for this year. If there are multiple options, note down all of them.*

**Discussion and Concerns:**

*You can use dot points in this section to list any discussion points or concerns that are raised relating to the proposed reaffiliation option. You may paraphrase but must write down everything that is discussed, even if the concern may seem minor or unimportant to you.*

*Depending on which reaffiliation option you want to go with, you may want to raise additional points during your discussion. The 2020 Reaffiliation Guide lists several relevant points of discussion and considering which you should definitely raise with your team when making this decision.*

**Formal vote**:

*After noting down any points of discussion and concerns, and everyone having had an opportunity to contribute or raise issues, you can now vote on the decision. Ensure you follow the voting process and requirements that are specified in your constitution.*

*If you are also voting on other proposed changes, they should be voted upon individually.*

Number of “for” votes: Number of “against” votes:

RESOLVED: *e.g. RESOLVED: The Club Executive will plan to delay reaffiliation until 2021.*

**Task allocations and Action plan**:

*All of the different reaffiliation options require a few “next steps” to take place as well as a good plan for the next few months. You should discuss this with your team. Think about who will email your membership to inform them of the decision, who will collate any responses or concerns received from members, who will submit the “Reaffiliation Intention Form”.*

*Depending on which option you choose, you may also need to consider:*

* *Any deadlines and other requirements of the option you have agreed to pursue, e.g. deadline to submit the “Reaffiliation Intention Form”, and allowing at least 10 days for Club members to submit responses once your Executive team informs them of how you plan to proceed (these responses must be collated and reviewed before submitting the Reaffiliation Intention Form).*
* *Who will be a contact person for the Club if going Dormant?*
* *Who will be responsible for liaising between two merging/absorbing Clubs?*
* *How your decision will change the Club into the future?*
* *If you’re delaying, will you need to have any EGMs to make any changes before April?*
* *How will you address any outstanding issues or financial transactions?*

The meeting closed at EXACT TIME *(e.g. 4:07pm)*.