

**[ SOCIETY NAME ]**

Registration No. \_\_\_\_\_ · [ Registered address ]

**ANNUAL GENERAL MEETING — MINUTES**

Minutes are the society's record of what the general body actually decided. Record the resolutions and the numbers; keep discussion summaries short and neutral.

**MEETING DETAILS**

FINANCIAL YEAR

DATE OF MEETING

TIME COMMENCED

TIME CONCLUDED

VENUE / PLATFORM

CHAIRPERSON

SECRETARY RECORDING MINUTES

**QUORUM**

TOTAL MEMBERS ELIGIBLE

MEMBERS PRESENT

QUORUM REQUIRED (PER BYE-LAWS)

QUORUM MET (YES / NO)

IF ADJOURNED FOR WANT OF QUORUM, RECORD THE ADJOURNED DATE AND TIME

**AGENDA ITEMS AND RESOLUTIONS**

One row per agenda item. Record the resolution as it was put to the meeting, and the count for, against and abstaining.

| NO. | AGENDA ITEM / RESOLUTION | FOR | AGAINST | ABSTAIN | CARRIED |
|-----|--------------------------|-----|---------|---------|---------|
|     |                          |     |         |         |         |
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### ACCOUNTS AND AUDIT

Record whether the audited statement of accounts for the financial year was placed before the meeting and adopted, and note the auditor appointed or reappointed for the coming year along with the terms.

ACCOUNTS ADOPTED (YES / NO)

AUDITOR APPOINTED / REAPPOINTED

ANY OBJECTION RECORDED

### CONFIRMED BY

CHAIRPERSON

HON. SECRETARY

HON. TREASURER

### BEFORE YOU USE THIS

- Circulate the minutes within the period your bye-laws specify, and keep proof of circulation.
- Minutes record decisions, not debate. Attribute a view to a member only if they asked for it.
- Number the resolutions so later meetings and filings can refer to them precisely.

#### **Run this in Plinth instead**

Plinth keeps this record for you — issued, delivered, acknowledged and searchable, with an audit trail against every flat. No paper to file, nothing to reconstruct before the AGM.

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