**<\*\* Delete blue text before publishing or printing \*\*>**

<Examples displayed in angle brackets <> replace or delete to suit organisation’s needs>

Use **meeting minutes** to keep an official record of important decisions and discussion during a meeting. Review previous meeting minutes for outstanding action items.

|  |
| --- |
| Meeting information  |
| Name | <April district meeting> |
| Date | <30 April 2021> | Time | <7:00pm – 8:00pm> |
| Venue | <Helensvale Library and Cultural Centre - 62 Sir John Overall Drive, Helensvale> |
| Chairperson | <Who chaired the meeting?> |
| Attendees | <Who attended the meeting? Add the list of attendees both in person and online> |
| Apologies | <Which invitees have advised they are unable to attend the meeting?> |
| Minute taker | <Who took the minutes of the meeting?> |
|  |

| Item | Topic | Key discussion points | Presented By | Action items | Due Date |
| --- | --- | --- | --- | --- | --- |
| Delete this row  | What was discussed | More detail on what was discussed? | Who led the discussion? | What needs to be done and who needs to do it |  |
| 1 | <Review March action items> | <Membership fees fixed on website> | <J. Smith> |  |  |
| 2 | <Upcoming event – Sausage Sizzle> | * <To be run on 29/06/2021>
* <Estimate100 people will attend>
* <Decided all committee members will attend>
* <President to coordinate preparation>
* <Volunteer coordinator to coordinate on the night>
 | <A. Taylor> | * <Prepare budget for activity – Fred>
* <Book BBQ area – Sarah>
* <Purchase food – Tom>
 | 05/06/2021 |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |

Next Meeting: <30 May 2021><7:00pm – 8:00pm> @ <Helensvale Library and Cultural Centre - 62 Sir John Overall Drive, Helensvale>