

YOUNG FARMER GROUP MEETING
20 June 2021 | Leagues Club | 6pm

AGENDA

| Timing | Agenda Item | Presenter |
|-----------------|--|-----------|
| 6.00pm - 6.15pm | 1. Meeting opening | |
| | 1.1. Attendance and apologies Bruce provided notice he is unable to attend the upcoming meeting | Chair |
| | 1.2. Confirmation of minutes from previous meeting | Chair |
| | 1.3. Action Table Refer to attached table. | Chair |
| | 1.4. Business Arising <ul style="list-style-type: none"> - Provide update on Facebook Group creation - Insurance renewal - New committee member application | Chair |
| 6.15pm - 6.30pm | 2. Correspondence Incoming | |
| | 2.1. Quote received from local radio station for advertising | Sarah |
| | 2.2. Email received from guest speaker for upcoming event | Alex |
| | 2.3. Initial designs for group logo received | Pat |
| 6.30pm - 6.45pm | 3. Correspondence Outgoing | |
| | 3.1. Group sponsorship proposal sent to Gallagher Fencing - awaiting response | Simon |
| | 3.2. Email sent to venue for upcoming event quote | Alex |
| | 3.3. Email to members regarding Covid-19 safety at gatherings | Alex |
| 6.45pm - 6.55pm | 4. Treasurer's Report | Treasurer |
| 6.55pm - 7.20pm | 5. General Business | |
| | 5.1. Upcoming radio ad | Sarah |
| | 5.2. Event calendar | Alex |
| 7.20pm - | 6. Meeting Finalisation | |

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| 7.30pm | | |
| | 6.1. Date and location of next meeting | Chair |
| | 6.2. Meeting close | Chair |

AGENDA TIPS AND TRICKS

- Check your group’s constitution (if relevant) for requirements about notice of meetings, including AGMs.
- For other tips about agenda’s, please access the NFP Law Guide [here](#).
- Send agenda 7 days before meeting to ensure all members have read and understand the agenda



This template was developed in 2021 by Farm Table Australia for the Young Farmer Business Program and the NSW Department of Primary Industries.

Download the full Young Farmer Group Guide from <http://www.youngfarmer.nsw.gov.au/>.

If you need further information or assistance, please contact the Young Farmer Business Program via their [website](#).

