

Young Farmer Group  
**ACTION TABLE**

Meeting Date	Responsibility	Action Description	Expected Completion	Completion Date	Completion Notes	Status
06/05/2021	<b>Anna</b>	Seek three additional quotes for insurance	End June			<b>OPEN</b>
20/06/2021	<b>Petrina</b>	Restart contact with two new committee members	End September			<b>OPEN</b>
20/06/2021	<b>Alex</b>	Receive additional 2 quotes for hire for upcoming event	End June			<b>OPEN</b>
20/06/2021	<b>Anna</b>	Contact speakers about date change for Succession Webinar and change marketing materials	End June			<b>OPEN</b>
20/02/2021	<b>Tim</b>	Committee Budget	End May	28/05/2021	<i>Budget presented and approved at May meeting.</i>	<b>CLOSED</b>
20/02/2021	<b>Anna</b>	Contact Paulina about presenting Succession Webinar	End May	20/05/2021	<i>Completed. Organised and accepted invitation.</i>	<b>CLOSED</b>
20/02/2021	<b>Anna</b>	Sponsorship Proposal	End Feb	03/03/2021	<i>All sponsorship decks updated to send out.</i>	<b>CLOSED</b>

## ACTIONS TIPS AND TRICKS

- This is a rolling action table and comes directly from action items in the meeting minutes.
- Distribute actions within 2 days of meeting



This template was developed in 2021 by Farm Table Australia for the Young Farmer Business Program and the NSW Department of Primary Industries. . It contains fictional names, dates, data, and events and does not represent real or actual occurrences.

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](#).

