***<NAME OF GROUP>* MEETING**

***< MEETING DATE, TIME, LOCATION>***

**AGENDA**

|  |  |  |
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| **Timing** | **Agenda Item** | **Presenter** |
| **6.00pm - 6.15pm** | 1. **Meeting opening**
 |  |
|  | * 1. Attendance and apologies

*[Name anyone who is unable to attend (if known prior)]* | Chair |
|  | * 1. Confirmation of minutes from previous meeting
 | Chair |
|  | * 1. Action Table

*[See separate template and distribute with agenda]* | Chair |
|  | * 1. Business Arising

*[Discussion from General Business notes from previous minutes]* | Chair |
| **6.15pm - 6.30pm** | 1. **Correspondence Incoming**

*[Any letters/email that have been received since last meeting]* |  |
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|  |  |  |
|  |  |  |
| **6.30pm - 6.45pm** | 1. **Correspondence Outgoing**

*[Any letters/email/phone calls sent since last meeting]* |  |
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|  |  |  |
|  |  |  |
| **6.45pm - 6.55pm** | 1. **Treasurer’s Report**

*[Update on group financials (if applicable)]* | Treasurer |
| **6.55pm - 7.20pm** | 1. **General Business**

*[General business for discussion (members to advise prior to meeting)]* |  |
|  |  |  |
|  |  |  |
| **7.20pm - 7.30pm** | 1. **Meeting Finalisation**
 |  |
|  | * 1. Date and location of next meeting
 | Chair |
|  | * 1. Meeting close
 | Chair |

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| **AGENDA TIPS AND TRICKS*** Instructions are in blue. Be sure to edit and delete these!
* 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](https://www.nfplaw.org.au/sites/default/files/media/Running_an_IA_in_NSW.pdf).
* Send agenda 7 days before meeting to ensure all members have read and understand the agenda
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| 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](http://www.youngfarmer.nsw.gov.au/). |
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