**<NAME OF GROUP> MEETING**

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

**MINUTES**

|  |  |
| --- | --- |
| **PRESENT:** | Name - RoleName - Role |
| **APOLOGIES:** |  |
| **Meeting opened:** |  |

## Meeting Opening

**Agenda Item 1.1: Attendance and apologies** *[These items link back to the agenda]*

*[Add minutes and actions]*

**Agenda Item 1.2: Confirmation of minutes from previous meeting**

*[Add minutes and actions]*

**Agenda Item 1.3: Action Table**

*[Add minutes and actions]*

**Agenda Item 1.4 Discussion from General Business notes from previous minutes**

*[Add minutes and actions]*

## Correspondence Incoming

**Agenda Item 2.1:**

*[Add minutes and actions]*

**Agenda Item 2.2:**

*[Add minutes and actions]*

**Agenda Item 2.3:**

*[Add minutes and actions]*

## Correspondence Outgoing

**Agenda Item 3.1:**

*[Add minutes and actions]*

**Agenda Item 3.2:**

*[Add minutes and actions]*

**Agenda Item 3.3:**

*[Add minutes and actions]*

## Treasurer’s Report

*[Add minutes and actions]*

## General Business

**Agenda Item 5.1:**

*[Add minutes and actions]*

**Agenda Item 5.2:**

*[Add minutes and actions]*

**Other General Business:**

*[Add minutes and actions]*

## Meeting Finalisation

**Agenda Item 6.1:**

*[Add minutes and actions]*

**Agenda Item 6.2:**

*[Add minutes and actions]*

## Appendix:

**ACTION TABLE** *[Copy and paste updated template]*

|  |
| --- |
| **MINUTES TIPS AND TRICKS*** Distribute minutes within 2 days of meeting for approval by Committee. It will be in ‘Draft’ format before then. Confirm the accuracy of the minutes at the next meeting.
* Directions are provided in blue. Be sure to delete these!
* Establish communication guidelines for anything urgent that cannot wait for the next meeting
* Conventions for drafting minutes include using simple sentences and simple words, use active, rather than passive, voice, be consistent with use of tense, avoid terms such as ‘he said’ or ‘she said’ unless quoting their actual words, avoid personal descriptions or attributes. For other tips and legalities about drafting and storing minutes, please access the NFP Law Guide [here](https://www.nfplaw.org.au/sites/default/files/media/Running_an_IA_in_NSW.pdf).
* Meeting actions transferred into Action Table.
 |



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/).

