**COMMITTEE MEETING**

**MINUTES**

ENDA

YOUR COMMITTEE NAME

DATE | TIME | LOCATION

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME**

Meeting open by [Chair] at 00:00.

1. **ATTENDANCE | APOLOGIES | ABSENT**

Members:

Guests:

Apologies:

Absent:

1. **CONFLICT OF INTEREST DISCLOSURE**

Members’ name, conflict disclosure and how the conflict will be managed.

or

NIL

1. **MINUTES OF PREVIOUS COMMITTEE MEETING**

Record key discussions.

Motion: That the previous minutes are true and correct.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. **GENERAL BUSINESS**

List item

Record key discussions

List recommendations to the Council | Board

1. **CLOSE**

Meeting closed by [Chair] at 00:00.