**Playgroup Name**

**MINUTES OF ANNUAL GENERAL MEETING**

**Held at (Location) on (Date) at (Time)**

|  |  |
| --- | --- |
| **1** | **Welcome** |
| **2** | **Members Present *(including proxies if allowed)*** |
| **3** | **Apologies** |
| **4** | **Acceptance of Minutes from Previous AGM**  **Moved: Seconded by:** |
| **5** | **President’s Report**  ***(Ask President to send you their electronic copy to paste here)*** |
| **6** | **Treasurer’s Report**  **(*Ask Treasurer to send their electronic copy to paste here)*** |
| **7** | **Election of Committee Members**  ***(If no nominations sent in prior to meeting, nominations called at the meeting listed here. If only one person nominated for role, then that person is elected. If more than one, conduct a vote)***  **President –**  **Secretary –**  **Treasurer –**  **Enrolment Officer –**  **General Committee -** |
| **8** | **General Business**   * **Fees** * **Start date** * ***(No new business unless urgent, only what is listed on agenda)*** |
| **9** | **Close** |

***Please note that if any special resolutions are proposed and voted on, the wording must be listed in the minutes along with the results. Depending on what you are voting on, you may need to inform DOMIRS of any changes.***