# Meeting Agenda Example

**The Mad Students Society**

**Meeting 4/12**

**Held at Doris’ house, Frankston**

**on March 16, 2012 at 6pm.**

1. **Preamble**

Those present:

Doris Merriweather (President)

Beryl Codswallop (V. President)

Cheryl Phillips (Treasurer)

Sue Magoo (Secretary)

Herbert Foster (Concert Co-ordinator)

Apologies: Fred Walker (1st year rep.)

Proxies:

1. **Minutes of the Previous Meeting**
   1. The minutes of meeting \_\_\_\_\_\_ held on \_\_\_\_\_\_ are attached for acceptance.
2. **Business Arising**
   1. T-shirts: Herbert to report.
3. **General Business**
   1. Band Competition: Sue to report
4. **Other Matters**

*Those present asked to present any matter that needs to be discussed.*

1. **Date of Next Meeting**

Meeting Closed: (time)