# Meeting Minutes 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: none.

1. **Minutes of the Previous Meeting**
   1. **The minutes of meeting 3/12 were presented for acceptance.**

MOTION 1-4/12

“That the minutes of meeting 3/12 be accepted”

Moved: S. Magoo

Seconded: H. Foster

CARRIED

1. **Business Arising**
   1. **T-shirts:**

Herbert reported that the club t-shirts for the upcoming Elvis Presley tribute concert on April 5, would be ready next week. The quote from Dodgy Clothing of $240.00 for 20 t-shirts was the cheapest.

MOTION 2-4/12

“That the club authorise payment of $240 to Dodgy Clothing for concert t-shirts.”

Moved: H. Foster

Seconded: D. Merriweather

CARRIED

1. **General Business**
   1. **Concert Tickets**

Sue informed everyone that tickets for the upcoming uni band competition were now available and that she would like to organise for a group of club members to go together. The committee all agreed that this was a good idea. Sue was delegated the responsibility to find out more about ticket prices and gauge the interest of members.

1. **Date of Next Meeting**

Doris reported that the next meeting would be next Thursday March 23, at the MONSU Peninsula Meeting Room at 5pm. The secretary will book this.

Meeting ended: 7.15pm.