**Meeting Agenda Example**

**The Mad Students Society**

**Meeting 4/12**

**Held at Doris’ house, Frankston**

**on March 16, 2023 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:

**2. Minutes of the Previous Meeting**

2.1. The minutes of meeting \_\_\_\_\_\_ held on \_\_\_\_\_\_ are attached for acceptance.

**3. Business Arising**

3.1. T-shirts: Herbert to report.

**4. General Business**

4.1. Band Competition: Sue to report

**5. Other Matters**

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

**6. Date of Next Meeting**

Meeting Closed: (time)