**Submit form A12 - T2 to Fair Trading within 2 weeks of AGM** [**(link)**](https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms)

**Save completed A12 form, payment receipt, & this completed form to NER Google Drive - Meeting Notes** [**(link)**](https://drive.google.com/drive/u/1/folders/1oTwY87mxeveN1ayiKAFHcQGc1KNgndWt)

|  |  |
| --- | --- |
| Attendees | * [name] * [name] * [name] * [etc] |
| Apologies | * [name] * [name] * [name] * [etc] |
| **SUMMARY OF LAST YEAR** | |
| Confirmation of previous AGM and Special meeting minutes over last year | Nominated previous AGM meeting notes correct: [Name]  Seconded: [Name]  Special Meetings: [List/NA]  [Done for the last AGM and every special meeting since, the last AGM] |
| Presidents report | [Summary of activities and changes in membership during the year] |
| Treasurer’s report | Current account balance:  Summary of revenue:  Summary of expenses:  Projection for current year (optional):  Approved by: [Name of person nominating to approve report]  Seconded by: [Name of person seconding approval] |
| Secretaries report *(OPTIONAL)* | Any legal changes, changes of club status, insurance, etc etc (optional) |
| **EXECUTIVE CONFIRMATION/ELECTION** | |
| Confirmation/Election of executive \**use full legal names as this document may be utilised for banking and Fair-trading* | President [Name] confirmed/elected-results. Secretary [Name] confirmed/elected-results. Treasurer [Name] confirmed/elected-results.  [\*Those nominating must nominate **prior** to meeting.]  [Those nominating must be present or send apologies for absence.]  [All absent members, not abstaining, must inform a present member of their desired vote.] |
| (Optional) Summary of outgoing executives | [Include and changes from Special Meetings during the year]  [Include the tally of any votes taken.]  [List of ongoing executive] |
| **GENERAL BUSINESS** | |
| *[Name of proposed item to present/discuss]* | [These should be tabled BEFORE meeting]  Eg plans to purchase new equipment, plans for training, changes to fees, upcoming events, etc etc] |
| *[Name of proposed item to present/discuss]* |  |
| *[Name of proposed item to present/discuss]* |  |
| *[Name of proposed item to present/discuss]* |  |
| **CONCLUSION** | |
| Presidents Concluding Statement |  |
| Date of next AGM | [DD/MMM/YYYY] |