**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] |