**Club Name Executive Committee Minutes**

Minutes of the meeting of the (*CLUB NAME*) Executive Committee held at (*XXXX TIME*) on (*XXXX DATE*) at (*XXX VENUE*).

**Present**

*List all Committee Members present.*

*If a member arrives after the meeting has commenced, note the time of arrival.*

**In Attendance** *(if required)*

*List any person present who is not a member of the Executive Committee.*

**Apologies**

*Note any apologies received from Committee Members including any already listed on the Agenda.*

**Minutes**

The Minutes of the (*CLUB NAME*) Executive Committee held (*XXXX DATE*) were approved/were approved with amendment/were not approved (*DELETE AS APPROPRIATE*).

*If Minutes are approved with amendment, the changes should be recorded in the new Minutes – don’t amend Minutes that have already been distributed.*

**Business Arising** *(if required)*

*List (or members can raise) any business arising from the previous Minutes.*

**Action Items** *(if required)*

*Outcomes from the Action Items generated from the previous meeting.*

**General Business**

1. **Cat In The Hat Came Back**

It was agreed that the Cat In The Hat held no interest for the Club.

1. **C&S Special Initiatives and Projects Grant**

After reading the document *C&S Guidelines For SSAF Funding 2016* the Committee agreed they would propose two projects.

* Peter to develop proposal for a dance party to be held in Semester 2 as part of Stress Less Week. Draft 1 of the proposal to next meeting of Committee for discussion.
* Lee email options for a Lecture by Stephen Hawkins for all students to the Committee.

**Any Other Business**

*List each item separately (as for General Business) with summary of discussion and any Action Items.*

**Next Meeting**

The next meeting of the (*CLUB NAME*) Executive Committee will be held at (*XXXX TIME*) on (*XXXX DATE*) at (*XXX VENUE*)/is to be determined (*DELETE AS APPROPRIATE*).