GUIDE TO RECORDING AND SENDING MINUTES OF A COMMITTEE MEETING.

The Agenda will follow the same numbers and headings as below but may also include supporting documentation.

<div align="center">

Minutes of COMMITTEE [FULL NAME, not abbreviated or just letters]
[Date, Time and Venue]

</div>

1. **Attendance**
   Members / Guests / Public attending

2. **Apologies**
   Moved / Seconded / CARRIED

3. **Any member of the community can present information, ideas or concerns in this time**

4. **Confirmation of Minutes of the (last) meeting dated:**
   Moved / Seconded / CARRIED

   Matters Arising

5. **Correspondence**
   Inwards

   Outwards

   Moved / Seconded / CARRIED

6. **Financial Report**
   Moved / Seconded / CARRIED

7. **Reports from members (this may include hall report; maintenance; tennis report; etc)**
   Moved / Seconded / CARRIED

8. **General Business**

9. **Closing remarks**
   Note time meeting ended

   SIGNED ON _____ DAY OF _____ 20 ____

   _____
   CHAIRPERSON

ACTIONS (From this meeting)	Date to be completed/status	RESPONSIBLE COMMITTEE MEMBER

SENDING COMMITTEE MEETING MINUTES TO COUNCIL

- Name the file using the following convention: **YYYY MM DD** + **FULL** Name of the Committee (Not just letters)
  e.g., 2019 09 27 Prebbleton Reserve Management Committee. **2019 09 27** is **27 September 2019**. This is the format required by SDC SharePoint system.

- Save the original as **.docx** or **.pdf.** We cannot publish a scanned document to the website, even if saved as .pdf.

- Email with file attached to SDC; committees@selwyn.govt.nz which is monitored during business hours.
  Malvern Committees send to board.secretary@selwyn.govt.nz

- In your email, state whether confirmed (signed) or draft minutes. **Draft** minutes will be distributed to Council Officers for any actions. **Confirmed** minutes will be loaded to the website.