

# Toastmasters Club Business Meeting Agenda

1. Opening & Welcome

2. Apologies

3. Quorum

4. Minutes – from last Club Business Meeting

**Motion 1:** That the minutes of the club meeting held on (date) be confirmed as printed.

**Motion 2:** That the decisions of the Executive meeting held on (date) be ratified.

5. Business arising from the Minutes:

6. Correspondence - Inward - Outward

**Motion:** That the inward correspondence be received and the outwards be endorsed.

7. Business arising from the Correspondence:

8. Treasurer's Report and Accounts for Payment:

**Motion:** That the treasurer's report showing a credit balance of \$ ..... be adopted and the accounts be confirmed and passed for payment.

9. Reports:

**Motion:** That the reports be adopted.

10. Business arising from the Reports:

11. General Business:

- 1.
- 2.
- 3.
- 4.

12. Date of Next Meeting

13. Closure