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**MEETING MINUTES TEMPLATE**

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**[NSO] Athletes’ Council Meeting**

**Meeting Minutes**

*[Meeting Date]- [Meeting Time]*

*[Location]*

**Present:** *[Names of Athletes’ Council Members present]*

**Regrets:** *[Names of Athletes’ Council Members absent]*

1. **Call to order** *[time]*
* *Quorum[[1]](#footnote-1) present.*
1. **Approval of Agenda**
* *Motion to approve the meeting agenda by [AC Chair Name]. All in favour. None opposed.*
1. **Declaration of any Conflict of Interest based on approved agenda**
* *[record if any conflict of interest was declared]*
1. **New Business**
	1. *[agenda item]*
	2. *[agenda item]*
	3. *[agenda item]*
* *Record who delivered the report or item and if any action items resulted from the discussion of each.*
1. **Next meeting date**: *[date]*
* *Adjournment at ­[time meeting was adjourned]*
1. Quorum: the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid. [↑](#footnote-ref-1)