**Meeting Minutes Example**

**The Mad Students Society**

**Meeting 4/12**

**Held at Doris’ house, Frankston**

**on March 16, 2023 at 6pm.**

**1. Preamble**

Those present: Doris Merriweather (President)

Beryl Codswallop (V. President)

Cheryl Phillips (Treasurer)

Sue Magoo (Secretary)

Herbert Foster (Concert Co-ordinator)

Apologies: Fred Walker (1st year rep.)

Proxies: none.

**2. Minutes of the Previous Meeting**

**2.1. The minutes of meeting 3/12 were presented for acceptance.**

MOTION 1-4/12

“That the minutes of meeting 3/12 be accepted”

Moved: S. Magoo

Seconded: H. Foster

CARRIED

**3. Business Arising**

**3.1. T-shirts:**

Herbert reported that the club t-shirts for the upcoming Elvis Presley tribute concert on April 5, would be ready next week. The quote from Dodgy Clothing of $240.00 for 20 t-shirts was the cheapest.

MOTION 2-4/12

“That the club authorise payment of $240 to Dodgy Clothing for concert t-shirts.”

Moved: H. Foster

Seconded: D. Merriweather

CARRIED

**4. General Business**

**4.1. Concert Tickets**

Sue informed everyone that tickets for the upcoming uni band competition were now available and that she would like to organise for a group of club members to go together. The committee all agreed that this was a good idea. Sue was delegated the responsibility to find out more about ticket prices and gauge the interest of members.

**5. Date of Next Meeting**

Doris reported that the next meeting would be next Thursday March 23, at the MONSU Peninsula Meeting Room at 5pm. The secretary will book this.

Meeting ended: 7.15pm.