***Men’s Shed Inc Committee Meeting***

***Date ………………….. Time ………………………… Location: …………………………………….***

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| --- |
| ***AGENDA*** |
| ***Goal/Objective*** |

**1. Meeting declared Open** @

**2. Attendance**

 **Apologies**

**3. Confirmation of Minutes of previous Meeting** – ***Attachment xx***

**4. Business arising from the Minutes:**

***a.*** *aaaa*

***b.*** *bbbbb*

***c.*** *cccc*

**5. Correspondence**

 **In - Details**

 **Out- Details**

**6. General Business-*Examples***

*a.**Policies & Procedures*

*b. Funding Update*

*c. Shed facility*

*d. Shed activities*

*e. Health and Safety*

*f. Community*

*g. Training*

***7. Reports***

**President/Chairman’s Report- *Attachment xxx***

**Treasurer’s Report- *Attachment xxx***

**Other Reports (if applicable) *Attachments xxx***

**8. Other Business**

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| --- |
| **Meeting Closed @ p.m.*****Next Meeting******……………………….. @ ………………am/pm*** ***Date*** |