

**Name of Committee or Group**

**Meeting Date**

**Location**

**TEMPLATE for Minutes, Notes, Action Summary**

**Present:** those persons attending the meeting as members, i.e. with a vote, named in the terms of reference

Regrets: identifies the members not attending

**“as circulated” = as distributed in advance**

**“as presented” = as provided at the meeting**

***Others who attend***

**Staff:**

**Guests:** Name (Title), the item the person is presenting

|  |  |  |
| --- | --- | --- |
|  | **Key Points / Actions** | **Follow-up / Status** |
| **1.** | **Call to Order/Welcome/Chair’s Remarks**The Chair called the meeting to order at x:xx a.m. and welcomed everyone to the meeting. New members, xxx and xxx, were introduced. |  |
| **2.** | **Approval of Agenda**Moved (name), seconded (name) and carried that the agenda be approved as circulated\*.**OR**Agenda was accepted as circulated. |  |
| **3.** | **Approval of Meeting Record of xxxxx OR Acceptance of Notes**Moved (name), seconded (name) and carried that the minutes of the meeting of xxx xx, 2009 be approved as circulated.**OR**Notes of the xxx xx, 2009 meeting were accepted as circulated. |  |
| **4.** | **DECISION ITEMS****Terms of Reference**The latest draft of the Terms of Reference as prepared by the sub-committee was discussed with the entire team. Moved (name), seconded (name) and carried that the Terms of Reference, dated xxx be approved as circulated.**OR**Consensus to accept the Terms of Reference, as circulated. | Review in one year |
| **5.** | **Item, as listed on the Agenda**  |  |
| **6.** | **Item, as listed on the Agenda** |  |
| **7.** | **DISCUSSION ITEMS****Code of Conduct**John Doe reviewed the Code of Conduct and welcomed comment from members. There were a number of opinions expressed, which lead to agreement to postpone acceptance of the document. Members agreed to provide specifics to John within two weeks; John would revise the document and present at the next meeting | Comments to John Doe by xxxFinal draft for approval at next meeting |
| **8.** | **Item, as listed on the Agenda** |  |
| **9.** | **Item, as listed on the Agenda** |  |
| **10.** | **INFORMATION ITEMS / PRESENTATIONS****Report on Wxyz**Mary Smith provided an update on the status of the review process.  | Ongoing |
| **11.** | **Other Business**None brought forward. |  |
| **12.** | **Adjournment** at x:xx a.m. |  |