

CLUBS – Example Minutes

Monash Study Hard Club
Meeting 2/16
Held in the *MONSU Student Lounge*
on *March 16, 2016* at *6pm*.

MINUTES

1. Preamble

Those present: *Louise McEvoy* (President)
 Sarah Phillips (V. President)
 Evan Tucker (Treasurer)
 Nicole Day (Secretary)
 Mark Williams (General Committee)
 Sam Morris (General Committee)

Apologies: *Kieran Walker* (General Committee)

Proxies: None

2. Minutes of the Previous Meeting

The minutes of meeting *1/16* were presented for acceptance.

MOTION 1-2/16

“That the minutes of meeting *1/16* be accepted”

Moved: *S. Phillips*

Seconded: *M. Williams*

CARRIED

3. Business Arising

3.1 OFEST Report:

OFEST is on Feb 28th. Setup by 10am. Roster to be organised by Sarah to get committee to help out.

No Motion Required.

Action: Sarah to organise roster and committee help.

3.2 Marketing Campaign:

Mark suggested a marketing campaign which involves collecting member details to create a facebook group with a \$20 Facebook boost to increase members.

Motion 2-4/14: MU Study Hard approves a Mark to spend \$20 on a Facebook boost promotion, and a subsequent \$20 reimbursement to Mark from the club.

Moved: Sarah

Seconded: Nicole

Action: Mark to organise a new facebook page.

cont. – Example Minutes

4. General Business

4.1 Stationary Reimbursement

Evan reported that he spent a total of \$35.80 on stationary for the AGM last year.

Motion 3-4/14: MU Study Hard approves a \$35.80 reimbursement to Evan for stationary from the AGM.

Moved: Mark

Seconded: Nicole

5. Date of Next Meeting

March 30th in the Student Lounge at 6pm.

Meeting ended: *7.15pm.*