**Minutes of the IHC [Name] Association   
[Time, Date and Venue]**

The IHC <Name> Association met at <time> on <date> in <venue>.

1. **Welcome**
   1. Present:
   2. Apologies:
2. **Conflicts of Interest Register**

Any Conflicts of Interest to be tabled and noted on the Conflicts of Interest Register.

1. **Previous Minutes and Matters Arising**
   1. Resolved: That the minutes of the previous meeting on <date> be adopted. <Mover / Seconder>.
   2. Matters arising:
2. <First matter arising>.
3. <Second matter arising etc>.

<Mover / Seconder>.

1. **Action Items from Last Meeting**
   1. <First action item>.
   2. <Second action item>.

<Mover / Seconder>.

1. **Main Item One**
   1. Discussion:
   2. Resolved: That <add> .

<Mover / Seconder>.

1. **Main Item Two**
   1. Discussion:
   2. Resolved: That <add>.

(<Mover / Seconder>).

1. **Correspondence**

Please list all incoming and outgoing correspondence.

**Incoming**

|  |  |  |
| --- | --- | --- |
| **Date** | **From** | **Subject** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Outgoing**

|  |  |  |
| --- | --- | --- |
| **Date** | **From** | **Subject** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(<Mover / Seconder>).

1. **Financial**

Please list all incoming and outgoing financial information.

**Incoming**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **From** | **For** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Outgoing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **From** | **For** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(<Mover / Seconder>).

1. **Funding Requests**

Please list all requests for funding (ie anything where you are being asked to ­purchase something or contribute towards something)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **From** | **For** | **Amount** | **Approved / Declined** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(<Mover / Seconder>).

1. **General Business**

* <add>.
* <add>.
* <add>.

1. **Date and Place of Next Meeting**

The next meeting will be held at <time> on <date> in <place>.

**Closure:**The meeting closed at <time>.

Action Items

1. <First action item>.
2. <Second action item>.
3. <Third action item>.