Formation Meeting Minutes

[Name of Association] Incorporated

Date:	
Time:	
Place:	
Attendees:	
Apologies:	
Electronic Attendees:	
Proxies:	

Item	Description		
1	Welcome and introductions		
2	Apologies [insert apologies]		
Resolution to determine name of association			
	[ensure the name does not have any unauthorised names and includes Incorporated at the end]		
3	Proposed resolution: That the proposed name of the association is [insert name].		
	Moved: Seconded:		
	Passed / Not Passed		
4	Resolution to become incorporated		
	Proposed resolution: That the association, [insert name] becomes incorporated.		
	Moved: Seconded:		
	Passed / Not Passed		
5	Resolution to adopt the constitution		

	Proposed resolution: That the constitution presented to the member is accepted.		
	Moved:	Seconded:	
	Passed / Not Passed		
	Election of Officers		
6	[insert positions available, term, name of those nominating]		
	Moved:	Seconded:	
	Passed / Not Passed		
7	Appointment of Public Offic	cer	
	Nominated:		
	Supported:		
	Moved:	Seconded:	
	Passed / Not Passed		
8	Resolution authorising pub incorporated	lic officer to lodge the application to become	
	Proposed resolution: That public officer is authorised to lodge the application to become incorporated.		
	Moved:	Seconded:	
	Passed / Not Passed		
10	General business		
	[insert member input in dot point]		
11	Meeting closed [insert time]		
	Proposed AGM/ committee m	neeting date: [if known insert month/date]	

Minute taker:	
Signature and date	
Chairperson/ President name:	
Signature and date:	

Attachments:

- Application to become incorporated
- Constitution

This template is an example only. Check your constitution and any legislation that applies to find out whether you need to make any changes to this template before using it.