

# [District Festival Name]

## Annual General Meeting Minutes

[date, including year]

*The SMFA By-laws require that District Festivals hold their Annual General Meeting (AGM) by September 30. The main purpose of the AGM is to elect the board of directors and inform their members of previous and future activities. It is also an opportunity for members to receive the financial report, as well as reviewing fiscal information for the past year and asking any questions regarding the directions the business will take in the future. Minutes should include:*

### **Welcome and Call to Order**

The regular meeting of the [District Festival Name] was called to order at [time] on [date, including year] in [location] by [chairperson].

### **Present/establish quorum**

Attendee Names (first and last). Possibly 'regrets' if you have an executive member unable to attend.

### **Approval of Agenda**

The agenda was unanimously approved as distributed.

### **Approval of Minutes of previous AGM**

The minutes of the previous meeting were unanimously approved as distributed.

### **Financial Statements**

Treasurer's report; auditor's report (if attaching a detailed report, a summary should be provided here: eg: Operating Revenues = \$0, Expenses = \$0 with a balance of \$0. The reported surplus totals \$0. Be sure to add any special notes from the Treasurer/auditor as well. ).

### **Committee Reports**

Again, if reports are submitted, a short summary should be included in the minutes.

**[Any special resolutions, for which advance notice has been given, requiring approval by the membership, such as changes to the constitution or bylaws of the organization. Be sure to record the mover and seconder.]**

### **New Business**

Summarize the discussion for new issues, state the next steps, and assign any action item.

### **Election of New Directors**

Provide details of elections (eg. Jane Smith was elected as President).

### **Adjournment**

Meeting was adjourned at [time] by [chairperson]. The next general meeting will be at [time] on [click to select date], in [location].

Minutes submitted by: [Name]

Approved by: [Name]