IPA INSTITUTE OF PUBLIC ACCOUNTANTS

Minutes of [insert name] Trust [insert meeting type]	
Attendees:	
Proxy:	
Apologies:	
Minute taker:	
Date:	
Location:	

Who	Agenda	Action
Chairperson	**Meeting opened at 10.40am**	
	• Trust opened the meeting with welcome.	
Chairperson	**Confirmation of previous meeting minutes** • Table previous meeting minutes. • A motion to the floor that the report be accepted by *(insert trustee's name)*. • *(insert trustee's name)* seconded this. • If all are in favour of accepting the report, it is passed unanimously.	
Chairperson	**Defined business items** • *Address the items of business which required the trustee quorum to attend the meeting*.	
Chairperson	**Chairperson's report** *(optional, this is not given at all formal meetings)* • This report is a general business update of what has been happening carried out by the Chairperson and the land trust committee. • There was a motion to the floor that the report be accepted by *(insert trustee's name)*.	

	• *(insert trustee's name)* seconded this. • If all are in favour of accepting the report, it is passed unanimously.	
Treasurer	**Treasurer's report** *(optional, this is not given at all formal meetings)* • This report is a financial update of what has been happening, carried out by the Treasurer. • There was a motion to the floor that the report be accepted by *(insert trustee's name)*. • *(insert trustee's name)* seconded this. • If all are in favour of accepting the report, it is passed unanimously.	
Secretary	**Secretary's report** *(optional, this is not given at all formal meetings)* • This report is an update of what has been happening, carried out by the Secretary. • There was a motion to the floor that the report be accepted by *(insert trustee's name)*. • *(insert trustee's name)* seconded this. • If all are in favour of accepting the report, it is passed unanimously.	

Returning officer (can be trustee who will not vote the in election or can be a nominated non trustee in attendance)	**Committee elections (if required here is an example)** Returning Officer • *(insert trustee name)* nominated by *(insert trustee name).* • Seconded by *(insert trustee name).* • Accepted by *(insert trustee name).* • If all are in favour of accepting the nomination, it is passed unanimously. • There can be more than one person nominated *(insert name)* as Returning Officer. • Discuss the voting method to be used by the land trust in accordance with the constitution. **Chairperson** • *(insert trustee name)* nominated by *(insert trustee name).* • Seconded by *(insert trustee name).* • Accepted by *(insert trustee name).* • There can be more than one person nominated. • Once a vote has been conducted for this position the returning officer will declare the successful nominee. *(insert name of successful trustee)* appointed Chairperson.	

	Deputy Chairperson • *(insert trustee name)* nominated by *(insert trustee name).* • Seconded by *(insert trustee name).* • Accepted by (*insert trustee name).* • There can be more than one person nominated. • Once a vote has been conducted for this position the returning officer will declare the successful nominee. *(insert name of successful trustee)* appointed Deputy Chairperson **Treasurer** • *(insert trustee name)* nominated by *(insert trustee name).* • Seconded by *(insert trustee name).* • Accepted by *(insert trustee name).* • There can be more than one person nominated. • Once a vote has been conducted for this position the returning officer will declare the successful nominee. (*insert name of successful trustee*) appointed Treasurer **Secretary** • *(insert trustee name)* nominated by *(insert trustee name).* • Seconded by *(insert trustee name).* • Accepted by *(insert trustee name).* • There can be more than one person nominated. • Once a vote has been conducted for this position the returning officer will	

	declare the successful nominee. *(insert name of successful trustee)* appointed Secretary If there are additional members of the committee, these positions are elected in the same way.	
Chairperson	**General business items** •	
Chairperson	**Meeting closed: X pm.**	