**Saskatchewan Soccer - AGM Meeting Minutes - Template**

**MEMBER ORGANIZATION**

**Annual General Meeting Minutes**

**DAY, MONTH, YEAR – BUILDING, LOCATION**

1. **Call to Order**

The meeting was called to order at **TIME**, quorum was achieved and **NAME OF THE PRESIDENT/CHAIRPERSON** was in the Chair.

2. **Greetings from the President**

The President welcomed all in attendance, introduced the Board of Directors **and staff** in attendance. **The President recognized special guests NAMES AND POSITIONS who were in attendance.**

3. **Roll Call**

Voting delegates were identified:

**LIST OF VOTING DELEGATES’ NAMES**

A total of **NUMBER** eligible votes are confirmed. The total votes required to approve a motion is 50% plus one or **NUMBER** votes. The total votes required to approve Bylaw Amendments is 2/3 of the voting delegates or **NUMBER** votes.

Directors: **LIST OF NAMES OF BOARD MEMBERS IN ATTENDANCE**.

Regrets: **LIST OF NAMES OF BOARD MEMBERS OR OTHER KEY PERSONS NOT IN ATTENDANCE.**

Others in attendance: **LIST OF NAMES NOT ABLE TO VOTE IN ATTENDANCE.**

**NAME**, **President/Chair of the** **ASSOCIATION Board of Directors, brought greetings from the Board of Directors and** **PROVIDE A SUMMARY OF THE GREETINGS BROUGHT**.

4. **Approval of Agenda**

**MOTION:** To approve the agenda as presented.

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

5. **Approval of the Minutes of the PREVIOUS YEAR Annual General Meeting**

**MAKE NOTE OF ANY NECESSARY CHANGES TO THE MINUTES.**

**MOTION:** To approve the Minutes of the **PREVIOUS YEAR** Annual General Meeting as **PRESENTED/REVISED**.

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

6. **Messages from SPECIAL GUESTS**

**A SUMMARY OF THE PRESENTATIONS OF ANY SPECIAL GUESTS THAT SPEAK**

7. **Messages from Committees:**

a) **Chairperson’s Report** - **NAME** presented the **YEAR** Chair’s Report.

b) **Committee Chairs’ Reports** - The Reports from the Standing Committee Chairs were presented. **LIST THE NAMES OF WHO PRESENTED WHICH COMMITTEE’S REPORTS. EX. LARA SCHROEDER PRESENTED THE AUDIT AND FINANCE COMMITTEE REPORT.**

c) **Registrar’s Report** - **NAME** **presented the Registrar’s Report.**

d) **Executive Director’s Report** – **NAME** **presented the Executive Director’s Report**.

8. **Audited Financial Statements**

**NAME** presented highlights of the **YEAR** Audited Financial Statements. **Discussion followed.**

**MOTION:** To approve the **YEAR** Audited Statements

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

9. **Appointment of Auditors for YEAR**

**MOTION:** To approve the firm of **NAME OF FIRM** as Auditors for the **YEAR** fiscal year.

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

10. **Unfinished Business**

 **A SUMMARY OF ANY UNFINISHED BUSINESS FROM PREVIOUS MEETINGS.**

11. **Amendments to the Bylaws**

**MOTION:** To approve the amendments to the **ASSOCIATION** Bylaws as proposed.

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

12. **Appointment of Life Members**

**MOTION:** **To approve the appointment of NAME and NAME as Life Members of**

 **the ASSOCIATION.**

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

12. **Election of Directors and Officers**

**NAME** presented **NUMBER** candidates for the **ASSOCIATION** Board of Directors **all of whom were acclaimed/**elected:

- **NAME** as **BOARD POSITION** for a **YEAR** year term

- Directors: **NAME, NAME, NAME**

**MOTION:** To approve the slate of candidates **by acclamation**.

 Moved by: ***NAME***

 Seconded by: ***NAME***

 **Carried**

The President extended thanks to outgoing Board members **NAME AND NAME** for their contributions to the **ASSOCIATION**.

13. **New Business**

**A SUMMARY OF ANY NEW BUSINESS PROPOSED.**

15. **Adjournment**

**MOTION:** That the **YEAR** Annual General Meeting be adjourned.

 Moved: ***NAME***

 **Carried**

 The meeting adjourned at **TIME**.

**Minutes prepared by:**

**NAME, POSITION, ORGANIZATION**