

Society Name

Society Address

Minutes of the Committee Members Meeting No ____ of Society Name, which was held on _____ in society office, committee members attended the meeting, were as per the attendance register.

The meeting started at /could not start till _____. Committee members present as per the Register.

The proceedings of the meeting were conducted as per Agenda.

Mr. _____, the Chairman welcomed the Committee members and addressed the meeting by presenting the report to the members in which he took overview of various activities performed by the Managing Committee during last month in the interest of the society. He then directed Mr. _____, Secretary for starting the proceedings as per agenda of the meeting.

#	Agenda Points
I]	<p><u>To read and confirm the Minutes of the last Committee members Meeting.</u></p> <p>Mr. _____, Secretary read the minutes of the meeting held on _____ and invited suggestions from committee members for amendments, if any, for confirmation.</p> <p>Mr. _____ raised his point on...</p> <ul style="list-style-type: none"> • Mr. _____ stated that ... <p>Mr. _____ asked his query...</p> <ul style="list-style-type: none"> • Mr. _____ replied that ... <p>A general suggestion on _____ received from committee members present In the meeting to...</p> <ul style="list-style-type: none"> • Mr. _____ replied that... <p>Taking considerations the above points the minutes were approved and confirmed and the following resolution was passed unanimously:</p> <p>“Resolved that the minutes of the Meeting held on _____ be and are hereby confirmed.”</p> <p>Proposed by : Mr. _____ and Seconded by : Mr. _____</p>
II]	<p><u>To read and adopt the income and expenditure account of the month of _____.</u></p> <p>Mr. _____ Treasurer, read the income and expenditure account of the month _____, and invited comments from the committee members present.</p> <p>Mr. _____ raised the query on...</p>

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	<ul style="list-style-type: none"> • Mr. _____ replied by providing ... • Mr. _____ further extended that Managing Committee will... <p>Mr. _____ raised his query...</p> <ul style="list-style-type: none"> • Mr. _____ replied that ... <p>A general suggestion on _____ received from many committee members present in the meeting to...</p> <ul style="list-style-type: none"> • Mr. _____ replied that... <p>Subsequently all the account details were approved, confirmed and passed the following resolution: "Resolved that the income and expenditure account of the society for the month of _____ are hereby approved and adopted."</p> <p>The resolution was passed unanimously.</p> <p>Proposed by : Mr. _____ and Seconded by : Mr. _____</p>
III]	<p><u>Transfer applications received from members for flats/shops.</u></p> <p>Mr. _____ briefed the committee members on the transfer applications, their completion status and sought the opinion of the committee members.</p> <p>Post discussion and comments from committee members, it was decided to approve only the transfers which were duly completed in all respects of documentation, fees as received by society and resolution was passed as follows; "Resolved that the all the transfers applications duly completed in all respects be accepted, the applicants be inducted as members of the society and hereby approved and adopted."</p> <p>Proposed by : Mr. _____ and Seconded by : Mr. _____</p>
IV]	
V]	
VI]	

The Chair _____, on behalf of the Managing Committee, expressed vote of thanks to all committee members and as there was no other agenda, item or matter to be discussed, the meeting concluded with a vote of thanks to the Chair.