

RMIT XXXX Club |MINUTES

Meeting | time DD/MM/YYY XX:XX –XX:XX PM | Meeting location XXXX

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | [Name] | | Type of meeting | [Purpose] | | Facilitator | [Name] | | Note taker | [Name] | | Timekeeper |  | |  |  | | |  | | --- | | Attendees | |

# Agenda topics

Time allotted | 10 mins | Agenda topic RMIT XXXX Club Bank Account Signatories | Presenter XXXX

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Finance  Name: **RMIT XXXX Club**  BSB: 063-262  Account Number: XXXX XXXX  The bank account signatories for the above mentioned account for YYY and beyond are;  Jack Arnold (RMIT Staff / full account access including NetBank)\*if required  XXXX XXXX (Club President) / full account access including Netbank)  XXXX XXXX (Club Treasurer) / full account access including Netbank)  XXXX XXXX (Club Secretary) / full account access including Netbank)  The account will be set up as two to sign. | XXXX XXXX  XXXX XXXX | - XXXX XX YYYY  - XXXX XX YYYY |