

# Name of Credit Union

\_\_\_\_\_ MEETING

**Date**

*Commencing at* \_\_\_\_\_

*Venue:* \_\_\_\_\_

## **RUNNING SHEET**

### **Distribution:**

- **Board of Directors**
- **Chief Executive Officer**
- **Minute Secretary**

**AGENDA ITEM 1 – CALL TO ORDER AND ROLL CALL AT 6:00 PM**

**CHAIRPERSON:** **Welcomes** the board members and indicate: “I am pleased to chair the meeting \_\_\_\_\_ board meeting with your approval.

**Informs** those in attendance that this is the \_\_\_\_ Board Meeting of the \_\_\_\_\_(name of CU), for which notice of meeting was issued and declares **the meeting open at \_\_\_\_\_.**

*Proceed with the business of the meeting . . .*

**INFORM MEETING:** Proceed to Agenda 1 call the roll.

**AGENDA ITEM 2 – APPROVAL OF THE AGENDA**

**CHAIRPERSON:** **Proposes** the Agenda of the meeting. Chairperson informs the revised agenda was sent to all the board members. Seeks the opinion and suggestions of the Board members.

**Calls for a Motion:** as to the approval of the Agenda of the meeting.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**AGENDA ITEM 3 – APPOINTMENT OF THE RECORDING SECRETARY & INTERPRETERS**

**CHAIRPERSON:** **Requests the Secretary:** to propose the Recording Secretary and introduce the official interpreters to the meeting.

**CHAIRPERSON:** **Proposes:** \_\_\_\_\_ as the Recording Secretary.

**CHAIRPERSON:** **Calls for Motion:** from the meeting as to the proposal of the Secretary for the Recording Secretary

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**AGENDA ITEM 4 – APPROVAL OF THE MINUTES OF THE PREVIOUS MEETINGS**

**CHAIRPERSON:** Requests the Secretary: to present the minutes of the last meeting.

**SECRETARY:** Advises the meeting that minutes have been circulated two times to the members.

Presents the minutes of the meetings.

**PRESIDENT:** Calls for a Motion that the minutes be taken as read, received and confirmed as a true and accurate record.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

*Note: Firstly, the minutes will be adopted and matters arising from the minutes will be discussed thereafter.*

**CHAIRPERSON:** Open the floor for the discussion of matters arising from the minutes. It should be limited because the minutes has been circulated in advance.

*Proceed with the business of the meeting . . .*

**AGENDA ITEM 5 – REPORT OF OFFICERS**

▪ **CHAIRPERSON’S REPORT**

**CHAIRPERSON:** Reads the report. The Chairperson report was circulated in advance. He may read it, if not he may inform the meeting that it was circulated.

Opens for discussion.

**CHAIRPERSON:** Calls for a Motion for the adoption of Chairpeson’s report.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

▪ **SECRETARY'S REPORT**

**SECRETARY:**                    Refers to the Secretary's report.

**CHAIRPERSON:**                Opens for discussion. (Part of the Secretary's report is an unfinished business. This could be discussed and decision has to be taken or it could be discussed as separate item under ...other matters)

**CHAIRPERSON:**                Calls for a Motion for the adoption of Secretary's report.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

▪ **TREASURER'S REPORT**

**TREASURER:**                    Refers the meeting to the Treasurer's Report and the supporting financial report of the credit union.

**CHAIRPERSON:**                Requests the meeting for any clarification

**CHAIRPERSON:**                Calls for a Motion for the adoption of Treasurer's report.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

▪ **CHIEF EXECUTIVE OFFICER'S REPORT**

**CEO:**                                Presents the report of CEO

**CHAIRPERSON:**                Requests the meeting for any clarification

**CHAIRPERSON:**                Calls for a Motion for the adoption of CEO's report.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**AGENDA ITEM 6 – APPOINTMENT OF THE AUDITOR FOR THE FICAL YEAR 2006/2007**

**CHAIRPERSON:** Requests the Treasurer to present the Quotation for the Audit of ACCU for the 2005/6.

**TREASURER:** Presents the quotations to the meeting.

**CHAIRPERSON:** Requests the meeting for any clarification

**CHAIRPERSON:** Calls for a Motion for the approval of the quotation for the audit of ACCU.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**AGENDA ITEM 7 – BUSINESS PLAN AND BUDGET FOR 2006/2007**

**CHAIRPERSON:** Requests the CEO to present the Business plan of the year 2006/2007.

**CEO:** Presents the Business Plan and Budget for 2006/2007. Refer the meeting to the meeting book.

**CHAIRPERSON:** Requests the meeting for any clarification

**CHAIRPERSON:** Calls for a Motion for the approval of the Business Plan and Budget for 2006/2007.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**AGENDA ITEM 8 – OTHER MATTERS**

**AGENDA ITEM 9 – DATE AND VENUE OF NEXT MEETING**

**CHAIRPERSON:** Informs the meeting the meeting will be held on \_\_\_\_\_ at \_\_\_\_\_

**AGENDA ITEM 12 – ADJOURNMENT (12.00 AM)**

**CHAIRPERSON:** Requests from the meeting any other business.  
Adjourns the meeting thanking all the Board Members and CEO.