

Sample Meeting Minutes – Opening a Bank Account

Date: July 26, 2025

Time: 6:00 PM

Location: Online via Zoom / Community Centre

Attendees

Jane Smith – Chairperson

Alex Lee – Secretary

Riley Chen – Treasurer

Taylor Jones – Member

Purpose of Meeting

To approve the opening of a bank account for the organisation.

Discussion

The committee discussed the need to open a dedicated bank account for the organisation to manage funds transparently. It was agreed that the account would be opened at [Bank Name] and require two signatories for withdrawals.

Resolution

It was resolved that:

- A bank account be opened in the name of [Organisation Name].
- The account will be held at [Bank Name].
- Two signatories will be required for all withdrawals.
- The approved signatories are Jane Smith (Chairperson) and Riley Chen (Treasurer).

Approval

The resolution was unanimously approved by all present members.

Signatures

Chairperson: _____

Date: _____

Secretary: _____

Date: _____