

Branch Annual Planning Meeting Minutes

Introduction

Dear branch committee,

Your National Executive (NE) wish you well with your annual planning meeting (APM).

We appreciate the diversity between branches, their size and how they are run. For smaller branches, we know it is often reliant on a small handful of people and the challenges of this and wish to recognise that the functions of a committee may occur fluidly in a small committee.

Celebrants Aotearoa Support provides significant support in the areas of event management and finances, and we know this has been beneficial for branches. We want being involved in branch committee to be easy and enjoyable, including your APM. There's no need to be overly formal – have fun, be relaxed.

This document is designed to act as a guide to meet the requirements we have as an Incorporated Society, and provide consistency across branches.

Download it from the Celebrants Aotearoa website, Branch area, and use what works for you.

Two ways to fill out the PDF before emailing it to support@celebrantsaotearoa.co.nz

1. Fill out directly on your computer, save file on your computer with appropriate file name.
2. Print it out, record your minutes by hand, then scan and email as an attachment.

Branch: [Branch name here]

Day: [Day here]

Date: [Date here]

Time starting: [Time here]

Time finishing: [Time here]

Venue: [Venue here]

Address: [Address of venue here]

Speakers: [Name of those speaking]

Workshop title(s) and presenter(s):
[Name and presentation goes here]

Agenda

1. Welcome by the Branch Chair

Opening Thought:
(approx. 100 words)

2. Apologies received from:

(Member names here)

3. Members Present:

(Member names here)

4. Confirmation of Previous Minutes from last year's APM

By majority show of hands is sufficient, chose one option:



Approved



Not approved

5. List Matters Arising (not otherwise included in agenda)

Matter Arising	Outcome
<i>Include more rows as needed</i>	<i>Approximately 150 words</i>

6. Reports and Updates

- a. Chairperson's report – including review of activities of Branch over past year

Summary:

[Approximately 200 words]

- b. Treasurer's report can be included as part of chairperson's report or be presented separately.

Summary:

[Approximately 150 words]

- c. Update from National Executive by President, National Executive Liaison, or other delegate.

Summary:

[Approximately 1000 words]

d. **Update on Conference**

Summary:

[Approximately 1000 words]

7. **Plans for the National AGM – remits, issues to raise, etc, if any (See Appendix H: Guideline for submitting remits to Celebrants Aotearoa AGM)**

Summary:

[Approximately 500 words, or as needed]

8. **Planning for New Year – Feedback from members:**

What went well from your perspective?

[Approximately 500 words]

What do members want in the programme for the year ahead (ie: topic ideas, etc)

[Approximately 500 words]

9. **Election of new Committee including Chair, Secretary/Treasurer, and other members as the Branch decides. (If preferred, can agree to elect full Committee and for them to determine roles amongst themselves at their first meeting).**

10. **Thanks to outgoing Branch Committee (including presentations if appropriate)**

[Approximately 100 words]

11. Close Meeting at (insert time): [Time here]

12. Any additional matters that need recording: [include here]

Committee Updates

Current Committee prior to APM	New Committee as of the end of APM
Branch Chair or Branch co-chairs:	Branch Chair or Branch co-chairs:
Branch Secretary:	Branch Secretary:
Branch Treasurer OR Secretary/Treasurer:	Branch Treasurer OR Secretary/Treasurer:
National Executive Liaison (can be chair):	National Executive Liaison (can be chair):
Membership host:	Membership host:
Celebrants Aotearoa Almoner OR Membership host / almoner:	Celebrants Aotearoa Almoner OR Membership host / almoner:
Committee members:	Committee members: