



## Meeting agenda

### Murdoch Kendo Club INC Committee meeting

<b>Date:</b>	23/12/2022
<b>Time:</b>	7pm AWST
<b>Place:</b>	Discord

Item and description	Motion	Responsible	Duration
<b>Formalities</b>			
<b>Welcome and apologies</b>		Secretary	
<b>Previous meeting/s minutes</b> <ul style="list-style-type: none"><li>• <i>Confirm the minutes</i></li><li>• <i>Follow up progress on any action items or resolutions</i></li></ul>		President or chair	
<b>Declaration of any conflicts of interest for items on current agenda</b>		President or chair	



Item and description	Motion	Responsible	Duration
<b><u>General business</u></b>			
<b>Items for decision:</b>			
- <i>Anti-doping Education plan</i>	- Send email to inform people of the anti-doping requirements and have them send through course completion if they require to be compliant	Dimitrios	10 min
<b>Items for discussion:</b>			
- <i>Beginners Course</i>	<ul style="list-style-type: none"> <li>- Next beginners course aiming for round start of semester one.</li> <li>- Need to determine people able to run the beginners' course</li> <li>- Technical committee working on plan for the beginners' course</li> <li>- Cheap shinai to include in course price</li> </ul>	Sam/Technical subcommittee	15min
- <i>Financial Services</i>	<ul style="list-style-type: none"> <li>- Find new bank provider</li> <li>- Organise Treasure, Chairperson and deputy chairperson to attend bank</li> <li>- Paypal</li> </ul>	<ul style="list-style-type: none"> <li>- Dimitrios</li> <li>- Tom, Mitch F, Sam</li> <li>- Dimitrios</li> </ul>	10min
- <i>Photography</i>	- Discussion needed to determine requirements	Dimitrios	10min



	- Create a committee discussion space		
<b>Items for noting or information:</b>			
• <b>Committee Member Onboarding</b>	- New committee members need to be onboarded <ul style="list-style-type: none"> <li>○ Email</li> <li>○ Revolutionise</li> </ul>	Dimitrios	5min

<b>Item and description</b>	<b>Motion</b>	<b>Responsible</b>	<b>Duration</b>
<b>Other items/wrapping up</b>			
<b>Review of agreed actions and motions arising from general business</b>		President, chair or secretary	
<b>Late or urgent business</b>		Everyone	
<b>Confirmation of date, time and location of next meeting</b>	6/01/2023, Discord, 7pm	President or chair	
<b>Meeting close</b>	7:51pm	President or chair	