Meeting Minutes

\* Insert name of liquor accord \*

|  |  |
| --- | --- |
| **Location:** |  |
| **Date:** |  |
| **Time:** |  |
| **Chair / Facilitator:** |  |

Attendees

| **Name** | **Position** | **Entity** |
| --- | --- | --- |
| e.g. John Smith | Manager | Smith Street Hotel |
|  |  |  |
|  |  |  |
|  |  |  |

Apologies

| **Name** | **Position** | **Entity** |
| --- | --- | --- |
| e.g. Karen Jones | Project Officer | Office of Liquor and Gaming Regulation |
|  |  |  |
|  |  |  |
|  |  |  |

1. Welcome and introductions
2. Minutes from last meeting

* Adoption of minutes
* Actions arising

1. President / Chair / Committee report

| **Item** | **Notes** |
| --- | --- |
| e.g. Purchase | Lorem ipsum sic dolor amet |
|  |  |
|  |  |
|  |  |

1. Round table reports

| **Item** | **Notes** |
| --- | --- |
| QPS |  |
| OLGR |  |
| Council |  |
| Other |  |

1. Other business

| **Item** | **Notes** |
| --- | --- |
| e.g. Purchase | Lorem ipsum sic dolor amet |
|  |  |
|  |  |
|  |  |

1. Next meeting

| **Date** | **Time** | **Location** |
| --- | --- | --- |
| e.g. 20/11/2022 | 7.30pm | Meeting Room 2, Kenmore Library |
|  |  |  |

Actions

| **Action item** | **Owner(s)** | **Completion date** | **Status** |
| --- | --- | --- | --- |
| e.g. Contact Susan | Rahim | 31/12/2021 | Active |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |