Topic 8

EMERGE
Supporting Farmer Led Groups

A collaborative project between
TAS FARM INNOVATION HUB
RMCG

Agenda and minutes

Successful meetings start with good preparation. Prepare a clear agenda that focuses on what needs to be discussed, decided or actioned, and allow enough time for each item. Where possible, send the agenda and any important reading to members in advance (e.g. 3-7 days before the meeting, or as required by your group's rules).

During the meeting, nominate someone to take clear and simple minutes. Minutes should capture the key points discussed, decisions made, actions agreed, who is responsible for each action, and when it should be completed.

Depending on how your group is structured, you may hold regular ordinary/regular meetings, General Meetings[1] as well as an Annual General Meeting (AGM).

An **ordinary/regular meeting** is a meeting held throughout the year to discuss current activities, share updates, make decisions on actions needed to keep the group's work moving forward.

A **General Meeting** is held when members need to discuss group business, make decisions, plan activities or deal with issues that arise. These meetings may be held regularly or when needed.

An **Annual General Meeting (AGM)** is a formal meeting held once a year. It provides an opportunity to review the group's activities and finances, report to members, elect or confirm office bearers, and consider priorities for the year ahead. Incorporated groups will need to follow the requirements in their rules and relevant legislation when holding an AGM.

The following can be used as an example/ template for an Agenda for General Meetings. For ordinary/regular meetings, you can keep this as simple as your group requires.

[1] In Tasmania, General Meeting can have a specific meaning under an incorporated association's rules

General Committee Meeting Example Agenda

Table 1 - General Meeting Agenda

(Name of group)	
Date	
Time	
Place	

Item and description	Motion	Responsible	Duration
Formalities			
Welcome and apologies	To be noted	President or Secretary	6-6.10pm
Previous meeting minutes • Confirm the minutes • Follow up progress on any action items or resolutions	Minutes to be confirmed Progress to be noted	Chair	6.10-6.20
Declaration of any conflicts of interest for items on current agenda	To be recorded	President or Chair	
Reports			
Chair's report	To be noted	Chair	6.20-6.25
Financial/Treasurer's report	To be noted	Treasurer / Financial officer	6.25-6.30
Other reports (e.g. Operational, working groups, sub-committees, fundraising)	To be noted	Relevant officer / chair / secretary	6.30-6.35
General business			
Items for decision • Item 1 • Item 2	Decisions moved to be recorded	Everyone	6.35-6.45
Items for discussion • Item 1 • Item 2	Key outcomes to be recorded	Everyone	6.45-6.55
Other items/wrapping up			
Review of agreed actions and motions arising from general business	Action list to be up-dated	Chair or secretary	6.55-7pm
Other business	Note actions arising / topics to discuss next meeting	Everyone	
Confirm date, time and location of next meeting	To be confirmed	Chair	
Meeting close		Chair	~ 7.15pm

Annual General Meeting Example

Below is a basic AGM agenda that follows the same structure as the General Meeting Agenda while keeping it suitable for emerging groups. Incorporated groups should check their constitution/rules for any legal requirements for AGM business. This includes whether more formal processes may apply, such as moving and seconding motions, who can vote, how votes are counted, quorum requirements, and how decisions are recorded. Always check and follow your group's rules.

Table 2 - Annual General Meeting Agenda

(Name of group)	
Date	
Time	
Place	

Item and description	**Motion**	**Responsible**	**Duration**
Formalities			
Welcome and apologies	To be noted	President or Secretary	6-6.10pm
Confirm quorum (if required)[2]	To be confirmed	President or Secretary	
Declaration of conflicts of interest	To be recorded	President or Secretary	
Previous AGM meeting minutes • *Confirm the minutes* • *Follow up progress on any action items or resolutions*	Minutes to be confirmed Progress to be noted	Chair	6.10-6.20
Annual Reports			
Chair's report	To be noted	Chair	6.20-6.30
Financial/Treasurer's report	To be noted	Treasurer/Financial officer	6.30-6.40
Other reports (e.g. Operational, working groups, sub-committees, fundraising)	To be noted	Relevant officer/ chair/ secretary	6.40-6.50
Election of Office Bearers			
Declare positions vacant	To be noted	Chair/Returning officer[3]	6.50-7.00
Receive nominations and elect/appoint official bearers and committee members	Appointments/ election results to be recorded	Chair/Returning officer	
Elected office bearers declared • Take on positions for remainder of meeting	To be noted	Chair	

[2] Quorum is the minimum number of members you need to hold an official meeting. If you have a constitution, it will describe how many members are required for a quorum

[3] Depending on your governance structure, your constitution may require you to have a returning officer

Item and description	Motion	Responsible	Duration
Annual business			
Appointment of auditor/reviewer, public officer or other positions (as required by constitution)	Decisions to be recorded	Chair and secretary	7.00-7.05
Membership fees or other annual matters	Decision to be recorded	Chair and secretary	7.05-7.10
General business			
Items discussing member discussion or decision • Priorities for the year ahead	Decisions and actions to be recorded	Chair or secretary	7.10-7.15
Other items/wrapping up			
Review of decisions and agreed actions	Action list to be up-dated	Chair or secretary	7.15-7.20
Confirm date, time and location of next meeting	To be confirmed	Chair	7.20-7.25
Meeting close		Chair	~ 7.30pm

Minutes template

A simple minute template makes it easier to keep a clear and consistent record of your meetings. Your minutes template should be generated from your agenda so notes are captured against the relevant topic. Meeting minutes should include key decisions (including who voted or 'moved and seconded') and actionable next steps, they do not need to include everything spoken[4].

If using an AI notetaker, give it clear guidance about the level of detail you want in the minutes. Consider whether discussions include confidential or commercially sensitive information, or information that may form part of a legal record. Make sure important decisions, actions and the people responsible are clearly recorded.[5] A nominated person should always check AI-generated minutes for accuracy before they are circulated.

Meeting minutes should be circulated promptly and reviewed and approved at the next meeting. Using the same template each time helps the group maintain consistent records, follow up actions and hand over information when roles change.

Table 3 - Minutes Template

(Name of group)			
Date		**Minute-taker**	
Time		**Members Present**	
Place		**Apologies**	

Item and description	Minutes
Formalities	
Welcome and apologies	
Previous meeting/s minutes • *Confirm the minutes* • *Follow up progress on any action items or resolutions*	
Declaration of any conflicts of interest for items on current agenda	
Reports	
Chair's report	
Financial/Treasurer's report	
Other reports	
General business	
Items for decision • *Item 1* • *Item 2*	
Items for decision • *Item 1* • *Item 2*	
Other items/wrapping up	
Review of agreed actions and motions arising from general business	
Other business	
Date, time and location of next meeting	
Meeting close	

[4] Depending on your governance structure, you may not need the formal process of a mover, seconder, and voting.

[5] **IMPORTANT NOTE:** *when using AI note takers it is essential to record who has voted for a decision. These tools can miss who has spoken or raised their hand, and will not automatically record this information in in-person settings. The Chair may be able to prompt it by saying "The decision to do ___ was moved by ___ and seconded by _____" or "a show of unanimous hands passed the decision to do ____." It can be useful to also record these on paper.*

How this resource came about

The Emerge project was funded by the Australian Government's Future Drought Fund to support new, emerging and informal farmer groups to develop their skills and knowledge, and to create this set of resources for use by groups into the future. Groups participating in 2026 received coaching and additional learning opportunities to supplement the content of these resources.

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