

Club meeting minutes

Blank minutes, a decision record and a filled example. Country-neutral fields.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

Minutes are the short record of what a meeting agreed. They are not a word-for-word script. Use your club's rules for who can decide, how votes work and how minutes are approved.

1. Meeting details

Club / meeting reference: _____

Meeting type / date / place: _____

Start time / chair / note taker: _____

People present: _____

People who could not attend: _____

Quorum means the minimum number of people needed to make a decision. Check your club's rule before recording a decision as agreed.

Quorum needed / number present / met or not met:

Previous minutes: meeting date / corrections / approved by:

Conflicts of interest / who left for which item: _____

Keep private matters separate

Do not put health details, safeguarding concerns, passwords or payment card details in general minutes. Use the club's restricted record for private matters. In shared minutes, use only a suitable reference and an agreed next step.

2. Record each decision

Copy this page for each agenda item. Use its reference in the action log. Record the reasons and papers used. Keep the exact words of a formal vote. Add space for complex decisions.

Item reference / topic: _____

Issue / reasons / papers or advice used: _____

Decision agreed / or reason no decision was made:

Vote result / people who did not vote, if needed:

Spending approved / currency / limit, if any: _____

Action reference / what will be done: _____

Owner / due date: _____

Private record reference, if needed: _____

Before closing the meeting

- Read back each decision. Check that the words match what was agreed.
- Give each action one named owner and a due date.
- Keep unfinished actions on the action log for the next review.
- Mark the minutes as draft until the club approves them.

Next meeting / end time: _____

Draft version / checked by / date: _____

Approved by / approval date / final version: _____

3. Filled example: a booking notice

Fictional club records only. These are not real minutes or proof of a customer result.

Field	Example entry
Meeting	Example Club / M01 / 2026-10-01 / committee meeting
Item	M01-04 / where members find boat bookings
Issue	Members have been using an old booking link.
Decision	Use one booking link on the club noticeboard. Keep a paper contact route for members who need it.
Vote	Agreed by the members present under the club's rules.
Action A01	Jo will check the correct link and draft the notice.
Action A02	Lee will check the draft before it is shared.
Due dates	A01: 2026-10-03. A02: 2026-10-04. Dates use year-month-day.
Status	Draft minutes. Not yet approved.

What belongs in the action log?

A01 and A02 stay open until their owners finish the work. Agreeing the notice is not the same as posting it. When it is done, record the check and the date. Keep the approved minutes unchanged; record later progress in the action log.