

Meeting Minutes Report

Annual General Assembly

The **meeting minutes report** for the Annual General Assembly provides a detailed summary of discussions, decisions, and action items. It serves as an official record for attendees and stakeholders, ensuring transparency and accountability. This document is essential for reviewing the assembly's outcomes and future plans.

Date:

June 15, 2024

Time:

09:00 AM – 12:30 PM

Location:

Main Conference Room, Headquarters

Attendees:

- Jane Smith (Chairperson)
- John Doe (Secretary)
- Emily Liu (Treasurer)
- Board Members
- General Members

Agenda:

1. Opening and Welcome Remarks
2. Approval of Previous Minutes
3. Annual Report Presentation
4. Financial Report and Budget Approval
5. Election of New Board Members
6. Upcoming Plans and Projects
7. Open Discussion
8. Adjournment

Key Discussions and Decisions:

- Previous minutes were reviewed and unanimously approved.
- The Chairperson presented the annual achievements and challenges.
- Treasurer provided an overview of the financial report, which was approved by the assembly.
- New board members were elected after nomination and voting procedures.
- Members discussed priorities for the next year, including project proposals and community engagement.

Action Items:

- Treasurer to finalize and submit the approved budget by June 30, 2024.
- New board to convene an inaugural meeting by July 10, 2024.
- Project committees to prepare progress updates for the next general meeting.

Adjournment:

The meeting was adjourned at 12:30 PM by the Chairperson.

Minutes Prepared by:

John Doe, Secretary