THE SPORT, RECREATION AND COMMUNITY **TOOLBOX**

# MEETING MINUTES

| MEETING DETAILS | | | |
|---|---|---|---|
| **Organisation** | | | |
| **Meeting Type** | | | |
| **Date of Meeting** | | **Time** | |
| **Location** | | | |
| **Attendees** | | | |
| **Apologies** | | | |

**Confirmation of Previous Minutes:** Yes ☐ No ☐

**Comments:**

| MEETING MINUTES | | | |
|---|---|---|---|
| **Agenda Item** | **Notes/Actions** | **Responsible** | **Due Date** |
| | | | |
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| | | | |
| | | | |
| | | | |

| NEXT MEETING | | |
|---|---|---|
| **Date** | **Time** | **Location** |
| | | |

*This Club Development Tool is a part of Logan City Council's Sport, Recreation and Community Toolbox. This Toolbox supports the sport, recreation and community organisations across the City to develop an active community, best equipped to manage their clubs and leased assets.*

LOGAN
CITY COUNCIL