



NPO 009-577

LIASA National Office

P O Box 1598

Pretoria, 0001

Tel: 012 324 6096

Fax: 086 694 7272

e-mail: [liasa@liasa.org.za](mailto:liasa@liasa.org.za)

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**MINUTES OF THE LIASA "BRANCH/INTEREST GROUP NAME" MEETING THAT WAS HELD ON THE  
"DAY MONTH YEAR" , AT VENUE FROM "TIME TO TIME"**

**1. OPENING AND WELCOME**

The Chair welcomed members to the meeting.

**2. ATTENDANCE**

**2.1 Present**

- Name            Chairperson
- Name            Chair-elect
- Name            Secretary
- Name            Treasurer
- Name            Public Relations Officer
- Name            Additional Member
- Name            Additional Member

**2.2 Apologies**

- Name            Portfolio
- Name            Portfolio

**3. PERSONALIA**

**4. CONFIRMATION OF THE AGENDA**

The following items were added to the Agenda:

**5. MINUTES OF THE PREVIOUS MEETING**

**5.1 Correction and Adoption**

The minutes were adopted as a true reflection of what transpired at the previous meeting – proposed for adoption by **NAME** and seconded by **NAME** .

**5.2 Matters Arising**

**6. NEW MATTERS**

**7. GENERAL**

**8. CLOSURE AND NEXT MEETING**

The meeting was adjourned at **TIME** . The next meeting will be held on "**DAY MONTH YEAR**" at "**TIME TO TIME**" .

**CHAIRPERSON:**

**SECRETARY:**