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**Eisimpleir Geàrr-chunntais Coinneimh ¦ Sample Meeting Minutes**

**An làthair ¦ Present:**

**Lethsgeulan ¦ Apologies:**

1. **Geàrr-chunntais na coinneimh mu dheireadh**

**¦ Minutes of previous meeting**

* Ri aontachadh le dithis bhall chomataidh

¦To be approved by two committee members

1. **Cunntasan ¦ Accounts**

* **Gnìomh:** ri dhèanamh le [Ball chomataidh / Ionmhasair] ro [ceann-latha] agus fiosrachadh ri sgaoileadh air a’ chomataidh aig an ath choinneamh
* **¦ Action**: To be completed by [Committee Member / Treasurer] by [date] and results to be reported back to committee at next meeting

1. **Iarrtasan Maoineachaidh ¦ Funding Applications**

* **Gnìomh:** Iarrtas maoineachadh ri dhèanamh le [Ball chomataidh] ro [ceann-latha] is air a chur a steach [ceann-latha]
* **¦ Action:** Funding application to be completed by [Committee Member] by [date] and submitted by [date]

1. **Seachdain a’ Mhòid ¦ Mòd Week**

* **Gnìomh:** Cùmhnantan breitheimh / fiosrachadh àite-fuirich ri dhèanamh is sgaoileadh le [Ball chomataidh] ro [ceann-latha]
* **¦ Action:** Adjudication contracts / accommodation requirements etc. to be completed and sent out by [Committee Member] by [date]

1. **Ceann-latha an ath choinneimh ¦ Arrange date for next meeting**