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**(Club name) Committee Meeting**

**Date of committee meeting**

**Points of note for club members**

The (club name) committee met on X and the following points of note may be of interest to you:

|  |  |  |
| --- | --- | --- |
|  | Topic (I.e. Away Trip) | Key Points |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**The next meeting of the club committee will be held on X**