**Name of Committee**

##### Meeting information

[add text here].

##### News and updates

[add text here about what you have done since the last report – add project highlights, memberships renewed, thank you to special helpers, awards achieved, competitions one, accreditations accomplished etc.].

##### What’s ahead

[add a short overview of what you are about to do over the next term/ year – dot points and one or two supporting sentences.]

##### Volunteer update

[Basic statistics only – with one or two sentences only. eg 100% places filled in Term x - all going well OR 80% placed filled with Wednesdays being low – and a solution on how you can increase numbers. Add any foreseeable issues for next term so processes can be put into place to support increased numbers.

##### Budget tracking

[Basic details only – financial reports will be provided by the bookkeeper]

##### New project submission

[Provide a one paragraph overview and attach project submission]

**Motion to support the project implementation**