



Farm Management

Handout 6

Minutes Layout

**MINUTES OF THE STYLE CLOTHING DEPARTMENT MANAGERS MEETING HELD
ON TUESDAY 9 FEBRUARY 201_____ AT 8.30 IN THE COMMITTEE ROOM**

Present: _____, _____, _____, _____

1. Apologies

No apologies were recorded.

2. Welcome

3. Minutes of the last meeting

Minutes of the last meeting were read and signed by the Chairman as correct. (proposed _____ ; seconded _____)

4. Matters arising

A receptionist (Jane) and an assistant storeman (John) have been employed. The virus has been removed from the computer programme.

5. Correspondence

6. Financial matters

Michelle, the accounts clerk, has captured all the financial data on the computer. The final accounts for the last quarter have been completed. She will now devote her time to credit collection. No cash flow problems are expected for the first half of this year.

7. Sales matters:

Sales are good and quarterly figures are up on last year. A new competitor, Design Clothing, has opened up less than one kilometre away. We must keep our sales service standards as high as possible. Perhaps the staff must be sent on a sales course.

8. General

Betsy, the tea lady, has been with the company for ten years next month. Some sort of award must be made.

9. Date of the next meeting

8 March 200_____ at 15.30 in the Training Room.

10. Closure

The Chairman closed the meeting at 15.00