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Air Cadet League of Canada

(Legal Name insert here)

**ANNUAL GENERAL MEETING MINUTES**

**DATE:**

**TIME:**

**LOCATION:**

**ATTENDEES:**

1. **GENERAL**
	1. **Welcome & Opening Remarks**
	2. **Call to Order**
	3. **Reading of Notice of Annual General Meeting**
	4. **Quorum Declaration**
	5. **Approval of Agenda**
	6. **Approval of previous year’s AGM Minutes**
2. **REPORTS:**
	1. **Commanding Officer’s Report**
	2. **Chair’s Report**
	3. **Treasurer’s Report – Presentation of previous year’s Financial Statements**
	4. **Screening Report**
	5. **Other**
3. **NEW BUSINESS**
	1. **Presentation of Budget for upcoming training year**
	2. **Adoption of Budget**
	3. **Present Motions or Special Resolutions**
	4. **Elections**
4. **ADJOURNED**