Meeting Agenda

\* Insert name of liquor accord \*

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| --- | --- |
| **Location:** |  |
| **Date:** |  |
| **Time:** |  |

| **Item** | **Description** | **Responsible** |
| --- | --- | --- |
| **1** | Welcome and introductions | President / Chair |
| **2** | Apologies | President / Chair |
| **3** | **Minutes from last meeting**   * **Adoption of minutes** * **Actions arising** | President / Chair |
| **4** | **President / Chair / Committee report**  e.g. update on strategies (e.g. patron bans), campaigns (e.g. *When gambling took over*) or new accord members | President / Chair / Committee members |
| **5** | **Special guests / Training / Presentations** |  |
| **6** | **Round table reports**   * QPS * OLGR * Council * Other (e.g. gambling help service provider) |  |
| **7** | **Other business** |  |
| **8** | **Meeting close and next meeting** | President / Chair |