

# OFFICIAL MEETING MINUTES

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_ Advisor Present: \_\_\_\_\_

Members Present:

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Others Present:

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- 1) President Call to Order at \_\_\_\_\_ am/pm.
- 2) Review/Approval of Minutes- Last meeting minutes are read- club member motions to approve the meeting minutes, the motion is seconded and a vote is taken:

Motion Made by: \_\_\_\_\_

Motion Seconded by: \_\_\_\_\_

Approved by a vote of: \_\_\_\_\_

- 3) Officers Reports:

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- 4) Old Business:

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5) New Business:

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6) Fundraisers Discussed/Approved:

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7) Expenditures Discussed/Approved:

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8) Activities Discussed/Approved:

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Meeting Adjourned at \_\_\_\_\_ am/pm.

Club Officer Signature: \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_