**CLUB MEETING MINUTES**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Call to order:** A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[kind of meeting]** meeting of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[organization name],** was held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[date],** 20\_\_\_\_\_\_\_\_The meeting convened at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[time]** President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[name]** presiding,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[name]**, secretary.

**[Some small organizations choose to list attendees. This works especially well for executive board meetings.]**

**Members in attendance:** list names of members in attendance

**Members not in attendance:** list names of members not in attendance

**Approval of minutes:** Motion was made by name, and seconded to approve the minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date meeting. **Motion carried.**

**Officers' reports:** (this is when the treasurer should give you a budget report)

President

Vice president

Secretary

Treasurer

Advisor

**Board and committee reports:** (program planning committees should update the general body on their progress, etc.)

List Boards and committees here

**Old business:** (this is the time to follow up on past events and how they went)

Subject title

*Motion*: Moved by name that state motion.

**Motion carried. Motion failed.** Leave only one of these

**New business:** (Upcoming events, New Ideas, Review of Calendar)

Subject title

*Motion*: Moved by name that state motion.

**Motion carried. Motion failed.**  Leave only one of these

**Action Items:** (Who is responsible for what moving forward and what is their deadline)

**When is next meeting/even**

**Adjournment:** The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time.

**Respectfully Submitted by**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Executive Member’s Name Date of approval**