



**CLUB/ORGANIZATION - MEETING MINUTES**

CLUB NAME: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_ MEETING TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

PRESIDED BY: \_\_\_\_\_

The minutes of the meeting dated: \_\_\_\_\_ were read and approved (corrected & approved).

**Communication & Reports:** *(Treasurer, Historian, etc.)*

**Old Business:**

**New Business:**

**The following were approved ACTIVITY REQUESTS: *Attach a separate listing if necessary***

ACTIVITY	PURPOSE	DATE(S) OF ACTIVITY	LOCATION

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

**The following were approved EXPENDITURES: *Attach a separate listing if necessary***

VENDOR	ITEMS	PURPOSE	AMOUNT

Motion By: \_\_\_\_\_ Second By: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Club/Org. President (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

Club/Org. Advisor (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

**Members Present:** *Each member must sign this form.*

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 10. _____ |
| 2. _____ | 6. _____ | 11. _____ |
| 3. _____ | 7. _____ | 12. _____ |
| 4. _____ | 8. _____ | 13. _____ |
| 5. _____ | 9. _____ | 14. _____ |