



**EXECUTIVE COUNCIL - MEETING MINUTES**

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

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

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

**Communication & Reports:**

**Old Business:**

**New Business:**

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

CLUB	ACTIVITY	PURPOSE	DATE(s) OF ACTIVITY	LOCATION

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

**The following were approved PURCHASE REQUISITIONS:**

CLUB	VENDOR	AMOUNT	PURPOSE	Meeting Minutes Attached	PO #

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

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

ASB President (x) \_\_\_\_\_ ASB Advisor (x) \_\_\_\_\_

Members Present: *Attach separate listing for more members*

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