MEETING MINUTES:

Meeting minutes keep an official account of what was done or talked about at meetings, including any decisions made or actions taken. Typically, meeting minutes are recorded by the secretary at each meeting, and are approved at the next meeting.

YOUR BOOSTER CLUB / PTO NAME  
Meeting Date:  
Meeting Location:

PRESENT: List names present at meeting

I. CALL TO ORDER   
The meeting was called to order by (name of person) at 9:37AM.   
  
II. APPROVAL OF THE MINUTES  
(Name) moved to approve the minutes of the (month/date) meeting. The motion was seconded. The minutes were accepted as presented.   
  
III. ADMINISTRATIVE REPORT  
A. Acknowledgements   
List name of person and the acknowledgements they gave.

IV. OFFICER‚'S REPORT   
A. Monthly Bank Reconciliation  
Prior month bank reconciliation was distributed and reviewed.

B. Treasurer's Report  
Year end financial statements were distributed and reviewed.  
  
V. COMMITTEE REPORTS  
A. Name of each committee  
Information discussed and shared for each  
  
VI. OLD BUSINESS  
A. Budget  
Include any recommendations and whether they were approved, tabled or denied. Financial numbers and projections should be discussed here.

VII. NEW BUSINESS  
Include any recommendations and whether they were approved, tabled or denied. Financial numbers and projections should be discussed here.

There being no further business the meeting adjourned at 11:15AM.   
  
Respectfully Submitted,   
Name and title of secretary