

**Temple City High School Associated Student Body**

9501 Lemon Avenue, Temple City, CA 91780, (626) 548-5040

**Club/ Organization (name)** \_\_\_\_\_

**MEETING MINUTES**

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1. The meeting was called to order by: \_\_\_\_\_

2. Location of the meeting (room #): \_\_\_\_\_ Date/Time of meeting: \_\_\_\_\_

3. Officers in attendance: \_\_\_\_\_

4. Communications and Reports

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Old Business

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. New Business

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

7. Meeting was adjourned at: \_\_\_\_\_ Motioned by: \_\_\_\_\_

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

Respectfully Submitted: (Name and Signature)

**Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach attendance sheet to the back.**