

Club Name: _____

The meeting was call to order by: _____

Location: _____

Date: _____ Time: _____

Minutes of the previous meeting (dated _____) were read or corrected and approved.

Officers Present: _____

Old Business (corrections, rejections, changes to previous meeting's minutes):

New Business:

Business to be carried over:

Financial Business (approval of expenditures, upcoming expenses (PO's) :

Motion by: _____ Seconded by: _____

Respectfully submitted by: _____ Date: _____

Signature of President: _____ Date: _____

Signature of Advisor: _____ Date: _____