



**BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
Club Meeting Minutes**

Name of Club: _____

Date: _____ Time: _____

Location: _____ Advisor Present: _____

I. Call to Order: Roll call

Number of students present: _____

II. Minutes: The secretary reads the minutes from the last meeting. The minutes were approved as read.

Minutes approved by: _____

III. Open Issues

a. _____

b. _____

c. _____

IV. New Business

a. _____

b. _____

c. _____

V. Adjournment

Meeting adjourned at: _____

Club Secretary signature: _____

Club Advisor signature: _____