Meeting Minutes

Req #_____

School & Club Name: _____

Date & Time of Meeting: _____

Called to Order by: _____

Members in Attendance: _____

_____

Sponsor in Attendance: _____

Approval of Prior Minutes Moved by: _____

Seconded by:_____

Treasurer - Account Balance is $_____

Committee Reports:

_____

_____

_____

New Business:

A motion to_____

Was proposed by _____seconded by_____
The motion passed/failed NTE amount:_____

A motion to_____

Was proposed by _____seconded by_____
The motion passed/failed NTE amount:_____

Adjournment Moved by: _____Seconded by:_____

_____ _____
Club Member Club Sponsor