

Meeting Minutes

Name of Club/Organization: _____

Date of Meeting: _____

Place/Location Meeting Held: _____

Members in Attendance: Please take attendance and attach a sign in sheet to the minutes

Items for Discussion:

1. _____

Vote: YES _____ NO _____

2. _____

Vote: YES _____ NO _____

3. _____

Vote: YES _____ NO _____

4. _____

Vote: YES _____ NO _____

5. _____

Vote: YES _____ NO _____

Date of Next Meeting: _____

President Signature _____

Secretary Signature _____

Club Sponsor Signature _____

Note: Members in attendance are listed on attached sign in sheet.