

Example Club Meeting Minutes
Type of Meeting (General Body or Exec) • Date • Time

Call to order: A _____ [kind of meeting] meeting of the _____ [organization name], was held on _____ [date], 20___. The meeting convened at _____ [time], President _____ [name] presiding, and _____ [name], secretary.

Members in attendance: [list names of members in attendance]

Members not in attendance: [list names of members not in attendance]

Guests in attendance: [list names of people/staff/admin at meeting that do not have a vote]

Approval of minutes: Motion was made by [name], and seconded to approve the minutes of the _____ [date] meeting. **Motion carried.**

Officers' reports: (this is when the treasurer should give you a budget report)

President

Vice president

Secretary

Treasurer

Advisor

Board and committee reports: (program planning committees should update the general body on their progress, etc)

[List Boards and committees here]

Old business: (this is the time to follow up on past events and how they went)

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [Leave only one of these]

New business: (Upcoming events, New Ideas, Review of Calendar)

[Subject title]

Motion: Moved by [name] that [state motion].

Motion carried. Motion failed. [Leave only one of these]

Action Items: (Who is responsible for what moving forward and what is their deadline)

When is next meeting/event:

Adjournment: The meeting was adjourned at _____ [time].

Respectfully Submitted by

[Executive Member's Name]
[Organization Name]

Date of approval