



MEETING MINUTES

Meeting Minutes for: _____ **Date:** _____

I. Call Meeting to Order

Motion: _____ Second: _____

Time called to order: _____

II. Roll Call and Attendance (List members in attendance and position if applicable)

Others: (List non-members in attendance, if any)

III. Approval of Minutes

- Last Meeting's Minutes read by _____
- _____ motioned to approve Last Meeting's Minutes
- _____ seconded the motion to approve Last Meeting's Minutes

IV. Officer's Reports (officers report information, at minimum treasurer should present a budget report)

- A.
- B.
- C.
- D.

V. Old Business (i.e. business postponed from previous meetings, past events and how events went, etc.) – state if Old Business is APPROVED or DENIED.

- A.
- B.
- C.
- D.

- _____ motioned to approve Old Business
- _____ seconded the motion to approve Old Business

VI. New Business (upcoming events, new ideas, review of calendar, list any new business, also state if the new business is APPROVED, RENEWED, POSTPONED, or DENIED and vote count)

A. Activities/Fundraiser Requests

i.

ii.

iii.

B. Action Items - Who is responsible for what, and what is their deadline? (i.e. P.O. requests, fundraising requests, reporting to ASB, etc.)

i.

ii.

iii.

iv.

A. Other

i.

ii.

iii.

- _____ motioned to approve New Business
- _____ seconded the motion to approve New Business
- Vote Count: # for: _____ # against: _____

VII. Next meeting to be held _____

VIII. Adjournment

- Motion by _____ Seconded by _____
- Time called to close: _____

Respectfully Submitted:

Secretary's Signature

Date

Advisor's Signature

Date