



### Meeting Minutes

Name of Club \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

The following purchases were approved (list below or attach separate listing):

Item	Vendor Name	Amount	Purpose of Expenditure

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Item	Vendor Name	Amount	Purpose of Expenditure

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Item	Vendor Name	Amount	Purpose of Expenditure

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

#### Communication and Reports:

Old

Business: \_\_\_\_\_

New

Business: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Club Secretary: \_\_\_\_\_

(Signature and Date)

Club Advisor: \_\_\_\_\_

(Signature and Date)

Meeting Attendees (list on reverse or attach separate listing)