

CLUB MEETING MINUTES**Date:** _____ **Club Name:** _____**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: _____		
Purpose of Expenditure: _____		
Amount: \$ _____		
Motion By: _____		Second By: _____
Vote Count: _____	Number For: _____	Number Opposed: _____

COMMUNICATION & REPORTS

Old Business: _____

New Business: _____

Club Secretary: _____ Date: _____

Club Advisor: _____ Date: _____