

### 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: \_\_\_\_\_