Sample Meeting Minutes

**Club Name:**

**Date of Meeting:**

**Meeting called to order at**\_\_\_\_(time)\_\_\_\_by\_\_(name)\_\_\_

**Members present:**

**Members not present:**

(attach a sign in sheet if possible)

 **Reading of Agenda**

* Motion: To approve the agenda for(date of meeting)
	1. Vote:
	2. Motion carried:
	3. Resolved: Agenda for the meeting on (date) approved without modification.
		1. \* Or list any additions or modifications made

**Approval of Minutes**

 Reading of the previous meeting (date) minutes by (name)

* Motion: To approve the minutes for (date)
	1. Vote:
	2. Motion carried
	3. Resolved: Minutes from the meeting on (date) approved without modification.
		1. \*Or list any additions or modifications

**Business**

 President or designee should read through the agenda items.

 (Write each agenda item here under business)

 Make notes of any decisions/motions made with a vote count for each item.

*
* **Meeting adjourned at (time).**