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).**