



Club Meeting Minutes

CLUB NAME:					
MEETING DATE: (MM/DD/YYYY)		MEETING TIME: (HH:MM AM/PM)		LOCATION: (room #)	
CALLED TO ORDER AT BY					

Meeting Information

ADVISOR(S) PRESENT:		OVERVIEW OF MEETING:	
BOARD MEMBERS PRESENT: (full name)		MEMBERS PRESENT: (#)	

Business

OLD BUSINESS	NEW BUSINESS

Action Business: Pre-Authorizations

THE FOLLOWING PRE-AUTHORIZATIONS ARE APPROVED TO BE SUBMITTED::			
PAYABLE TO	AMOUNT	PURPOSE OF EXPENDITURE	
		<i>ADD MORE ROWS AS NEEDED</i>	
MOTIONED BY:		SECONDED BY:	

VOTE COUNT:		NUMBER FOR:		NUMBER OPPOSED:	
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<u>Action Business: Fundraisers</u>					
THE FOLLOWING FUNDRAISERS ARE APPROVED TO MOVE FORWARD:					
FUNDRAISER DESCRIPTION		PROPOSED DATE(S)		PURPOSE OF EXPENDITURE	
				ADD MORE ROWS AS NEEDED	
MOTIONED BY:		SECONDED BY:			
VOTE COUNT:		NUMBER FOR:		NUMBER OPPOSED:	

<u>Signature</u> Wet Signature REQUIRED. This section must be completed with a pen.	
MINUTES RESPECTFULLY SUBMITTED BY (name and date):	
FIRST BOARD MEMBER SIGNATURE:	
SECOND BOARD MEMBER SIGNATURE:	
ADVISOR NAME & SIGNATURE:	

PLEASE ATTACH A COPY OF THE ATTENDANCE SHEET