

<u>Club Meeting Minutes</u>								
CLUB NAME:								
MEETING DATE: (MM/DD/YYYY)		MEETING TIME: (HH:MM AM/PM)		LOCATION: (room #)				
CALLED TO ORDER A <mark>t [Meeting Start time]</mark> by [Full Name]								
<u>Meeting Information</u>								
ADVISOR(S) PRESENT:			OVERVIEW OF MEE	TING:				
BOARD MEMBERS PRESENT: (full name)			MEMBERS PRESE (#)	INT:				
<u>Business</u>								
	OLD BUS	INESS	NEW BUSINESS					
•			•					
Action Business: Pre-Authorizations								
THE FOLLOWING PRE-AUTHORIZATIONS ARE APPROVED TO BE SUBMITTED::								
PAYABLE TO		AM	IOUNT	PURPOSE OF EXPENDITURE				
				ADD MORE ROWS AS NEEDED				
MOTIONED BY:		SECONDED BY:						

<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:			

NUMBER OPPOSED:

NUMBER FOR:

VOTE COUNT:

<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