

**Example Club Meeting Minutes**  
**Type of Meeting (General Body or Exec)**  
**Date**  
**Time**

**Call to order:** A \_\_\_\_\_ [kind of meeting] meeting of the \_\_\_\_\_ [organization name], was held  
on \_\_\_\_\_ [date], 20\_\_\_\_. The meeting convened at \_\_\_\_\_ [time], President \_\_\_\_\_ [name] presiding,  
and \_\_\_\_\_ [name], secretary.

[Some small organizations choose to list attendees. This works especially well for executive board meetings.]

**Members in attendance:** [list names of members in attendance]

**Members not in attendance:** [list names of members not in attendance]

**Approval of minutes:** Motion was made by [name], and seconded to approve the minutes of the \_\_\_\_\_ [date]  
meeting. **Motion carried.**

**Officers' reports:** (this is when the treasurer should give you a budget report)

President

Vice president

Secretary

Treasurer

Advisor

**Board and committee reports:** (program planning committees should update the general body on their progress, etc)

[List Boards and committees here]

**Old business:** (this is the time to follow up on past events and how they went)

[Subject title]

*Motion:* Moved by [name] that [state motion].

**Motion carried. Motion failed.** [Leave only one of these]

**New business:** (Upcoming events, New Ideas, Review of Calendar)

[Subject title]

*Motion:* Moved by [name] that [state motion].

**Motion carried. Motion failed.** [Leave only one of these]

**Action Items:** (Who is responsible for what moving forward and what is their deadline)

**When is next meeting/event:**

**Adjournment:** The meeting was adjourned at \_\_\_\_\_ [time].

Respectfully Submitted by