

## EARL WARREN MIDDLE SCHOOL MINUTES OF MEETINGS

At a minimum, the following information should be documented in the meeting minutes:

- Name of the club holding the meeting
- Date, time, and place of the meeting
- Names of those in attendance
- What was discussed during the meeting
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved
- The results of any votes taken, including who made a motion and who seconded the motion
- Who prepared the minutes

At the next regularly scheduled student council or club meeting, the students should review and approved the minutes of the previous meeting. The secretary should maintain a binder of all the approved minutes for the school year. See the attached Minutes of Meetings form to be filled out for each session.

**EARL WARREN MIDDLE SCHOOL**

**( Name of Club) MINUTES**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

The meeting was called to order by: \_\_\_\_\_

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

Items discussed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following Purchase Orders were approved: *List below or attach separate listing*

<i>P.O. #</i>	<i>Vendor</i>	<i>Amount</i>	<i>Club</i>	<i>Purpose</i>

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following Invoices were submitted for payment: *List below or attach separate listing*

<i>Check #</i>	<i>Payable to</i>	<i>Amount</i>	<i>Club</i>	<i>Purpose</i>

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

*Communication and Reports:* \_\_\_\_\_

*Old Business:* \_\_\_\_\_

*New Business:* \_\_\_\_\_

\_\_\_\_\_

*Submitted by:*

Club Secretary: (Signature and Date) \_\_\_\_\_

Club Advisor: (Signature and Date) \_\_\_\_\_

ASB Advisor: (Signature and Date) \_\_\_\_\_

Meeting Attendees: (*attach separate listing*)

\_\_\_\_\_

# Attendance

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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. \_\_\_\_\_

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

26. \_\_\_\_\_

27. \_\_\_\_\_

28. \_\_\_\_\_

29. \_\_\_\_\_

30. \_\_\_\_\_

31. \_\_\_\_\_

32. \_\_\_\_\_

33. \_\_\_\_\_

34. \_\_\_\_\_

35. \_\_\_\_\_

36. \_\_\_\_\_

37. \_\_\_\_\_

38. \_\_\_\_\_