

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

- Name of 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 approve the minutes of the the previous meeting. The secretary should maintain a binder of all the approved minutes for the school year. See attached Minutes of Meetings form to be filled out for each session.

## **Earl Warren Middle School**

## **ASB Minutes**

| Date:                                | Meeting Time:                | Location: EW                        |           |            |              |  |  |
|--------------------------------------|------------------------------|-------------------------------------|-----------|------------|--------------|--|--|
| The meeting                          | was called to order by:      |                                     |           |            |              |  |  |
| The minutes                          | of the meeting dated         | were read and approv                | ed (corre | cted and   | d approved). |  |  |
| Items Discus                         | ssed:                        |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
| The following                        | g Purchase Orders were appro | oved: <i>List below or attach</i> s | eparate   | listing    |              |  |  |
| P.O. #                               | Vendor                       | Amount                              | For       | Орр        | Purpose      |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |
| Motion by: Second By:                |                              |                                     |           |            |              |  |  |
| Communicat                           | tion and Reports:            |                                     |           |            |              |  |  |
| Old Business                         | s:                           |                                     |           |            |              |  |  |
| New Busines                          | SS:                          |                                     |           |            |              |  |  |
| Motion to Adjourn:                   |                              |                                     |           | Second By: |              |  |  |
| Submitted by                         | /                            |                                     |           |            |              |  |  |
| Club Secretary: (Signature and Date) |                              |                                     |           |            |              |  |  |
| Club Advisor: (Signature and Date)   |                              |                                     |           |            |              |  |  |
| ASB Advisor:(Signature and Date)     |                              |                                     |           |            |              |  |  |
|                                      |                              |                                     |           |            |              |  |  |

Meeting Attendees: (attach separate listing)

## **EWMS Club Meeting**

## Attendance

| 1.  | 21. |
|-----|-----|
| 2.  | 22. |
| 3.  | 23. |
| 4.  | 24. |
| 5.  | 25. |
| 6.  | 26. |
| 7.  | 27. |
| 8.  | 28. |
| 9.  | 29. |
| 10. | 30. |
| 11. | 31. |
| 12. | 32. |
| 13. | 33. |
| 14. | 34. |
| 15. | 35. |
| 16. | 36. |
| 17. | 37. |
| 18. | 38. |
| 19. | 39. |
| 20. | 40. |