## Earl Warren Middle School Minutes of Meetings

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.

Date: Meeting Time: Location: EW
The meeting was called to order by:
The minutes of the meeting dated $\qquad$ were read and approved (corrected and approved). Items Discussed:

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

| P.O. \# | Vendor | Amount | For | Opp | Purpose |
| :---: | :---: | :---: | :---: | :---: | :---: |
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| Motion by: Second By: |  |  |  |  |  |

Communication and Reports:
Old Business:
New Business:
Motion to Adjourn:
Second By:

Submitted by
Club Secretary: (Signature and Date) $\qquad$
Club Advisor: (Signature and Date) $\qquad$
ASB Advisor:(Signature and Date) $\qquad$
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. |

