

# Minutes of 4-H Club Meeting

(Following meeting, submit a copy to the Extension Office)

Name of 4-H Club: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Present: Boys \_\_\_\_\_ Girls \_\_\_\_\_ Leaders \_\_\_\_\_ Visitors \_\_\_\_\_ Total \_\_\_\_\_

⇒ The meeting was called to order by \_\_\_\_\_ (name) at \_\_\_\_\_ (time).

⇒ Minutes of the previous meeting were read and approved.

⇒ The Treasurer's Report was given.

The balance as of the last meeting on \_\_\_\_\_ (date) was \$ \_\_\_\_\_.

⇒ The following bills were paid: \_\_\_\_\_

\_\_\_\_\_

⇒ The following deposits were made: \_\_\_\_\_

\_\_\_\_\_

⇒ The current balance is \$ \_\_\_\_\_

## ⇒ Unfinished Business:

Item Discussed: \_\_\_\_\_

\_\_\_\_\_

Approved by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

Item Discussed: \_\_\_\_\_

\_\_\_\_\_

Approved by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

Item Discussed: \_\_\_\_\_

\_\_\_\_\_

Approved by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

## New Business:

Item Discussed: \_\_\_\_\_

\_\_\_\_\_

Approved by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

Item Discussed: \_\_\_\_\_

Approved by \_\_\_\_\_

2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

Item Discussed: \_\_\_\_\_

Approved by \_\_\_\_\_

2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

⇒ Committee Reports: \_\_\_\_\_

⇒ Announcements: \_\_\_\_\_

⇒ Motion to adjourn by \_\_\_\_\_

2<sup>nd</sup> by \_\_\_\_\_

Motion Carried  Yes  No

⇒ Program: \_\_\_\_\_

⇒ Date, Place and Plans for Next Meeting: \_\_\_\_\_

Signed: \_\_\_\_\_

Secretary