

MINUTES OF MEETINGS

1. Club _____ Date _____ Time _____
2. Place _____ No. Members _____ Attending _____ Visitors _____
3. Newsletter Discussed? Yes _____ No _____ Pennies for Friendship Collected? Yes _____ No _____
4. This Month's Lesson/Program _____
5. Presented by _____
6. Time devoted to Project Lesson _____
Summarize briefly (Used project material and/or speaker, slides, etc.)

7. Number of members who plan to use lesson information _____
8. Number of members unable to or do not wish to use information _____
9. What did members do as a result of last month's project lesson? _____

10. Leader(s) attending next project lesson _____

11. New Member(s) gained:

Name: _____ Address _____

E-Mail Address _____ Phone _____

Name: _____ Address _____

E-Mail Address _____ Phone _____

12. Members(s) lost:

Name _____ Address _____

Reason _____

Minutes of Regular Business MEETING (Omit information recorded above)

Secretary Signature

Date Approved

(Use additional sheet found at back of book, if more space is needed.)