

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 _____

<p>11. New Member(s) gained:</p> <p>Name: _____ Address _____</p> <p>E-Mail Address _____ Phone _____</p> <p>Name: _____ Address _____</p> <p>E-Mail Address _____ Phone _____</p> <p>12. Members(s) lost:</p> <p>Name _____ Address _____</p> <p>Reason _____</p>
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Minutes of Regular Business MEETING (Omit information recorded above)

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

Secretary Signature Date Approved