Name of Club

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | [Click to Select Date] |  |  |

|  |  |  |
| --- | --- | --- |
| Note taker |  | |
| Attendees | Name (Full Name) | Campus and program and/or club represented |
|  |  |  |

## Agenda topics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOPIC: <insert here>** | | | | | |
| Discussion |  | | | |
| Conclusions |  | | | |
| Action items | | Person responsible | | Deadline |
|  | |  | |  |
| **FUNDS APPROVED BY CLUB FOR:** | | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOPIC: <insert here>** | | | | | |
| Discussion |  | | | |
| Conclusions |  | | | |
| Action items | | Person responsible | | Deadline |
|  | |  | |  |
| **FUNDS APPROVED BY CLUB FOR:** | | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOPIC: <insert here>** | | | | | |
| Discussion |  | | | |
| Conclusions |  | | | |
| Action items | | Person responsible | | Deadline |
|  | |  | |  |
| **FUNDS APPROVED BY CLUB FOR:** | | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOPIC: <insert here>** | | | | | |
| Discussion |  | | | |
| Conclusions |  | | | |
| Action items | | Person responsible | | Deadline |
|  | |  | |  |
| **FUNDS APPROVED BY CLUB FOR:** | | **1st Motion** | **2nd Motion** | **Motion Passed?** |
| <Insert specific details of purchase and total amount approved> | |  |  |  |