

2015-2016

_____ CLUB

1. CALL TO ORDER BY: _____ 2. TIME: _____ 3. DATE: _____

4. NUMBER PRESENT: _____ 5. ADVISOR PRESENT: _____ 6. LOCATION: _____

7. PREVIOUS MINUTES: ___ APPROVAL ___ CORRECTION MOTION: _____ SECOND: _____

(CORRECTION: _____) 8. TREASURER'S REPORT: \$ _____

9. PRESIDENT'S REPORT: _____

10. COMMUNICATIONS AND REPORTS: _____

11. OLD BUSINESS (PREVIOUSLY TABLED ITEMS): _____

12. NEW BUSINESS (NEW MOTIONS): _____

APPROVED PAYMENTS FOR PURCHASE ORDERS AND INVOICES:

PO/INV #	ITEM	PAYEE	AMOUNT	PURPOSE

MOTION TO APPROVE PAYMENT OF EXPENDITURES: _____ SECOND: _____

APPROVED ACTIVITIES AND FUNDRAISERS:

ACTIVITY	DATE(S)	PURPOSE

MOTION TO APPROVE ORGANIZATIONAL ACTIVITIES: _____ SECOND: _____

13. OPEN FORUM: _____

14. MOTION TO ADJOURN: _____ SECOND: _____ TIME: _____

RESPECTFULLY SUBMITTED: _____, CLUB SECRETARY