

Minutes Outline

Outline for writing up meeting minutes

The (regular, special, Executive Board, etc.) meeting was called to order by Presiding Officer at time at location . Number present or that a quorum was declared present. The inspiration, given by inspirer was followed by the pledge of allegiance to the flag led by pledge leader .

The minutes of the prior meeting date meeting were approved as read (or as corrected or distributed or sent). The treasurer reported a balance in the checking account of \$, a balance in the savings account of \$ and earmarked funds of \$.

Recommendations of the Executive Board and their disposition

1. To accept with regret the resignation of Mr. Magoo as Cartoon Chairman. Passed.
2. To approve the color purple as the official color for the club. Failed.

New Business

 Name of person making motion moved and it was seconded that blah, blah, blah. Motion carried (or passed).

 Name of person making motion moved and it was seconded that blah, blah, blah. Motion carried (or passed).

The following officers reported:

President
1st Vice President

The following chairmen reported:

Amenities
Historian
Membership

Announcements - Awards (certificates, gifts, etc.) presented.

Meeting adjourned at time of adjournment .