



SAMPLE CLUB MEETING MINUTES

(Name of Club) - Minutes

(Date/Time of meeting) In person / Online

Present: (List members present)

Total # of club members:

MEETING AGENDA:

- 1. Approval of previous minutes**
- 2. Approval/Additions to the meeting agenda**
- 3. Executive Updates**
 - a. President**
 - b. Vice-President**
 - c. Secretary**
 - d. Treasurer**
 - e. additional executive roles**
- 4. Items for discussion**
 - a. Fundraising ideas**
 - b. Club swag**
 - c. Club events/activities**
- 5. Other business**
- 6. Outstanding Items/ Follow up on action Items**
- 7. Next meeting date**
- 8. Adjournment**

ACTION ITEMS:



SAMPLE CLUB MEETING MINUTES

(Name of Club) - Minutes
(Date/Time of meeting) In person / Online

Meeting called to order at (time)

1. Approval of previous minutes

Motion to approve meeting minutes from previous meeting as presented by the secretary. It was

MOVED by _____ SECONDED by _____ and CARRIED 10-0-0

THAT the previous minutes be approved as presented.

2. Approval/Additions to the agenda

Motion to approve meeting agenda with/without additions.

It was

MOVED by _____ SECONDED by _____ and CARRIED 10-0-0

THAT the agenda be approved without additions.

3. Executive Reports

a. President:

- i. *Lisa reported that there is an open position for Marketing Coordinator. Any members interested can talk to her after the meeting.*

b. Vice-President:

- i. *Trevor asked club members what they would like to see from the club this year? ACTION: COMPILE CLUB IDEAS TO VOTE ON NEXT MEETING -- Tanya suggested ways to give back to the community; beach clean up, donate proceeds from a club fundraiser to a local charity. --Greg suggested club swag; hats, t-shirts or hoodies with the club logo --Megan wondered if there were any conferences or networking events they could attend related to their field of study?*

ACTION: RESEARCH POSSIBLE OPPORTUNITIES FOR NEXT MEETING

c. Treasurer:

- i. *Brandy reported that there is \$1452 remaining in the club account.*
- ii. *The club earned \$300 from cotton candy sales last month.*
- iii. *The executive would like to seek the members approval to spend up to \$125 on pizza and drinks for the upcoming club social next month.*

Motion to approve meeting agenda with/without additions.

It was

MOVED by _____ SECONDED by _____ and CARRIED 10-0-0

THAT up to \$125 can be spent on pizza & drinks for the club social

d. Secretary:

- i. *Nothing to report.*

Comment : If you want to make a purchase using club funds, you must inform the club members & have it in the minutes. If the club members vote in favor of the spending these minutes must be turned in with your cheque request or cash advance form.