

Example
Secretary Meeting Notes

The 4-H club meeting for Sewn by the Pleat of Their Pants was called to order on Monday, January 10th, 2022
(Club Name) (Day of week, Month Date)
at The Jelly Bean City Hall at 7:00 PM.
(Place) (Time, AM/PM)

Introduction:

- Dante B. Shelfish led us in the Pledge of Allegiance and 4-H Pledge
- Roll call was answered by:
12 Members 2 Leaders 5 Parents 0 Guests

Reports:

- Secretaries Report
 - Read
 - Circle below if minutes were approved or corrected
 - Approved or Corrected
 - Read any received correspondence none received
- Treasurers Report
 - Account balances
 - Savings: \$5,674.00
 - Checking: \$800.62
 - Transactions made
 - Reason Sponsorship for Pumpkin Flyer to attend Leadership Development Conference Amount: \$75.00
 - Reason Baking supplies for club fundraiser bake sale Amount: \$18.21
 - Reason _____ Amount: _____
 - Outstanding check amounts: The aliens havent cashed the \$20 check we gave them to fix their space ship.
- Committees
 - Committee: Fund Raiser Reported by: Cam the Ram
Report given: Bake sale-January 28th 6pm, Quack of Dawn HS basketball game, sign up sheet after meeti
 - Committee: _____ Reported by: _____
Report given: _____

Old Business:

- No old business
- _____

New Business: Don't forget to circle if the motion passed or failed

- Sushi Flyer moved to Do a car wash on Saturday. Dante B. Shelfish Seconded
 - ~~Pass or Fail~~
- Pumpkin Flyer moved to "Saturday, April 9th 3:00PM". Cam the Ram Seconded
 - Pass or Fail
- _____ moved to _____ . _____ Seconded
 - Pass or Fail
- _____ moved to _____ . _____ Seconded
 - Pass or Fail

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Announcements:

- Club Leader Missy Steak- 4-H Council record book workshop March 26th, 4PM Ext Hall.
- Animal tag-in May 6th 12:30-3 fair grounds
- _____
- _____
- _____

Adjournment: Cam the Ram moved to adjourn meeting. Sushi Flyer Seconded

- Motion: Passed or Failed

Program/Demonstrations:

- Dante B. Shelfish- How to make a fruit pizza
- _____
- _____

Refreshments Provided By: Dante B. Shelfish fruit pizza

Recreation led by: Sushi Flyer- pin the tail on the spring roll