

Secretary Meeting Notes

The 4-H club meeting for _____ was called to order on _____
(Club Name) (Day of week, Month Date, Year)
at _____ at _____.
(Place) (Time, AM/PM)

Introduction:

- _____ led us in the Pledge of Allegiance and 4-H Pledge
- Roll call was answered by:
___ Members ___ Leaders ___ Parents ___ Guests

Reports:

- Secretaries Report
 - Read
 - Circle below if minutes were approved or corrected
 - Approved or Corrected
 - Read any received correspondence
- Treasurers Report
 - Account balances
 - Savings: _____
 - Checking: _____
 - Transactions made
 - Reason _____ Amount: _____
 - Reason _____ Amount: _____
 - Reason _____ Amount: _____
 - Outstanding check amounts: _____
- Committees
 - Committee: _____ Reported by: _____
Report given: _____
 - Committee: _____ Reported by: _____
Report given: _____

Old Business:

- _____
- _____

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

- _____ moved to _____. _____ Seconded
 - Pass or Fail
- _____ moved to _____. _____ Seconded
 - Pass or Fail
- _____ moved to _____. _____ Seconded
 - Pass or Fail
- _____ moved to _____. _____ Seconded
 - Pass or Fail

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Announcements:

- _____
- _____
- _____
- _____
- _____

Adjournment: _____ moved to adjourn meeting. _____ Seconded

- Motion: Passed or Failed

Program/Demonstrations:

- _____
- _____
- _____

Refreshments Provided By: _____

Recreation led by: _____