**MINUTES TEMPLATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club**

Minutes for **July 29, 2020**

**Attendance**: Report names of those in attendance.

**Call to Order**: Time meeting started.

**Approval of Previous Meetings Minutes:** Report any discussion and corrections. Minutes Approved “DATE”

**President Report**:

**Vice-President Report**:

**Secretary Report**:

**Treasurer Report**: Finances Discussed

**Chair Reports**:

**Advisor Report**:

**Old Business**: Report old events or issues that were discussed in previous meetings.

**New Business**: Any new events or issues that have not been discussed previously.

**Allocations**:

Motion to allocate $X.XX for \_\_\_\_ event from \_\_\_\_\_ account made by Name

Seconded by Name

Report any discussion that occurs about the allocation

Motion passes/fails “DATE”

**Open Forum**: Report any announcements that are not related to business discussed in old and new business (good of the community).

**Adjournment**: Time meeting ends