Meeting Notes Worksheet

Use this form to keep notes for writing the minutes

Opening

- Pledge of Allegiance by ___________________________________________________
- 4-H Pledge by ____________________________________________________________
- Roll was called by ________________________________________________________ and answered by:
  Members_____ Advisors_____ Number of Parents_____ and Guests_____ attending.
- Minutes of last meeting approved (circle one) as is with these corrections:
  _____________________________________________
  _____________________________________________
- Correspondence: __________________________________________________________

Officer Reports

- Treasurer: ______________________________________________________________
- Others: _________________________________________________________________

Committee Reports

- Committee and speaker: __________________________________________________
  Motion, if any: _________________________________________________________Pass/Fail
- Committee and speaker: __________________________________________________
  Motion, if any: _________________________________________________________Pass/Fail
- Committee and speaker: _________________________________________________
  Motion, if any: _________________________________________________________Pass/Fail

Unfinished/Old Business

- Topic and speaker: ______________________________________________________
  Motion, if any: _________________________________________________________Pass/Fail
- Topic and speaker: ______________________________________________________
  Motion, if any: _________________________________________________________Pass/Fail
New Business

- Topic and speaker: ____________________________
  Motion, if any: ________________________________ Pass/Fail
- Topic and speaker: ____________________________
  Motion, if any: ________________________________ Pass/Fail
- Topic and speaker: ____________________________
  Motion, if any: ________________________________ Pass/Fail

Announcements (county dates and reminders, upcoming activities)

- ________________________________
- ________________________________
- ________________________________

Motion to adjourn by ________________ Seconded by ________________ Time ____
Program: ________________________________
Refreshments provided by: ________________________________
Next meeting date: ________________________________