

# 4-H CLUB MEETING NOTES FORM

(The club Secretary can use this form to take notes during the meeting and then write the minutes of the meeting.)

PLACE \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

CLUB OFFICER PRESIDING \_\_\_\_\_

SECRETARY \_\_\_\_\_

NUMBER OF MEMBERS PRESENT \_\_\_\_\_

NUMBER OF LEADERS PRESENT \_\_\_\_\_

NEW MEMBERS AND/OR GUESTS \_\_\_\_\_

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INSPIRATION \_\_\_\_\_

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U.S. PLEDGE \_\_\_\_\_

4-H MOTTO AND PLEDGE \_\_\_\_\_

MINUTES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CORRESPONDENCE \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TREASURER'S REPORT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER REPORTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUSINESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROGRAM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANNOUNCEMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECREATION AND REFRESHMENTS \_\_\_\_\_  
\_\_\_\_\_

# 4-H CLUB MEETING (SAMPLE MINUTES)

The regular meeting of the Highpoint 4-H Club was held at the Community Center on January 23, 2006, at 7:00 p.m.

President Tom Ellis called the meeting to order. Jana Smith, Secretary, called roll. Eighteen members answered the roll call with their New Year's Resolution. Emily Jones was welcomed as a new member.

Rebecca Johnson led the members in the 4-H Motto and Pledge, and Jeff Carter gave the inspiration.

The secretary read the minutes of the December 17 meeting. The minutes were approved as read.

Treasurer Shelly Doddridge reported a balance of \$263.86 in the bank.

After discussion, Brandy Nolan suggested forming a committee to plan a visit to the local nursing home on Valentine's Day. Veronica Ainsworth, Dorothy Staff, and Jennifer Williams were appointed to be on the committee.

Rhonda Parker gave a report on the 4-H clothing and textiles project meeting. Kelly Barnett reported on County 4-H Council, and Becky Adams gave a report on the upcoming judging contests.

Nathan Garza moved that the club meet at 7:30 p.m. instead of 7:00 p.m. next month. The motion was seconded and passed.

Charles Neel introduced the program, which was a presentation on How To Find a Summer Job.

The president announced that the next meeting will be February 20th. The meeting was adjourned for recreation led by Brandy Nolan and Veronica Ainsworth, and refreshments provided by the Parker family.

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SECRETARY

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PRESIDENT