

Minutes of Meetings

1. Club _____ Date _____ Time _____
2. Place _____ # Members _____ Attending _____ Visitors _____
3. Newsletter discussed? Yes _____ No _____ Pennies for Friendship collected? Yes _____ No _____
4. This Month's Lesson/Program _____
5. Presented by: _____
6. Time devoted to Project Lesson _____
Summarize briefly (used project material and/or speaker, slides, etc.)

7. Number of members who plan to use lesson information: _____
8. Number of members unable to or do not wish to use information _____
9. What did members do as a result of last month's project lesson? _____

10. Leader(s) attending next project lesson: _____
11. New Member(s) gained: _____ Address: _____
12. Member(s) lost: _____ Address: _____
Reason: _____

Minutes of Regular Business Meeting. (Omit information recorded above.)

Use back of page or an additional sheet of typing paper if more space is needed.

Secretary, _____

Date Approved: _____