|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meeting Date: |  | Meeting Time: | |  | Meeting Location: |  |
| This meeting was called to order by: | | |  | | | |

# Minutes

The Meeting Minutes from meeting(s) DATE have been read, corrected if required, and approved.

List any corrections:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion to Accept Minutes as read / corrected. | | | | | | | |
| Motion by: |  | **Second by:** |  | **Votes**  **For:** |  | **Votes**  **Against:** |  |

# Club Representatives Roll CALL (See Attached Attendance Roster)

# Financial Reports

The following **Fundraiser Requests** are presented for approval.

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose** | **Event** | **Expected Profit** | **Date(s)** |
|  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion by: |  | Second by: |  | Votes  For: |  | Votes  Against: |  |

The following **Purchase Orders** are presented for approval.

|  |  |  |
| --- | --- | --- |
| **Vendor** | **Amount** | **Purpose** |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Motion by: |  | Second by: |  | Votes  For: |  | Votes  Against: |  |

# OPEN FORUM (Additional POs may be listed here)

|  |  |  |  |
| --- | --- | --- | --- |
| With no further discussion, Meeting Adjourned at | | |  |
| Minutes Submitted by: | |  | |
| Club Secretary: |  | | |
| Club President: |  | | |

ASB Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_