

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

- 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: _____