Official Meeting Minutes Form

Name of Club: _____

Meeting Location: _____

Date and Time: _____

Number Present: Members _____ Advisors _____ Parents _____ Guests _____

Total _____

Type or print your meeting minutes in the space below. Print and insert a copy of the minutes into your secretary's book and save a copy on your computer.

Secretary's Signature _____President's signature: _____

This form is available online at ***www.ohio4h.org/members/officers***