

Meeting Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Notes taken by: \_\_\_\_\_

Total in Attendance:

Attendance List (attach additional pages as needed)

4-H Members	
Club Leaders	
Other Adults	
Visitors	
<b>TOTAL</b>	

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## MEETING NOTES:

**Welcome Activity:**

**Pledges:**

Who led the pledges?

- American: \_\_\_\_\_
- 4-H: \_\_\_\_\_

**Roll Call (what question did members answer):**

**Introduction of guests and/or new members:**

Did we have any guests at the meeting? \_\_\_\_ YES \_\_\_\_ NO \*If yes, who?

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**Did the club approve the minutes from the last meeting?**    \_\_\_\_YES    \_\_\_\_NO

- Who made a motion to approve the minutes?
- Who seconded the motion?

**Treasurer's Report**

- What is our current balance? \_\_\_\_\_

**Reporter/Historian Report**

- What information did they share?

**Adult Club Leader Report**

- What information did they share?

**Unfinished Business**

- What unfinished (old) business did the club discuss?

**New Business**

- What new business did the club discuss?

**Program (guest speaker)**

Did we have a guest speaker?    \_\_\_\_YES    \_\_\_\_NO

If yes, who was it and what did that person talk about?

**Demonstrations:**

Name	Topic		Name	Topic

**Snack/Beverage Served by:** \_\_\_\_\_

**Next Meeting Date:** \_\_\_\_\_