

## 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: \_\_\_\_\_