

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: _____

****Send one copy to the Extension Office and a second copy to the Center Chair**