**Minutes of Meetings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Club
 |  | Date |  | Time |  |
| 1. Place
 |  | # Members |  | Attending |  | Visitors |  |
| 1. Newsletter discussed?
 | Yes |   | No |  | Pennies for Friendship collected? | Yes |  | No |  |
| 1. This Month’s Lesson/Program
 |  |
| 1. Presented by:
 |  |
| 1. Time devoted to Project Lesson
 |  |
|  *Summarize briefly (used project material and/or speaker, slides, etc.)* |
|   |  |
| 1. Number of members who plan to use lesson information:
 |  |
| 1. Number of members unable to or do not wish to use information
 |  |
| 1. What did members do as a result of last month’s project lesson?
 |  |
|  |  |
|  |  |
| 1. Leader(s) attending next project lesson:
 |  |
| 1. New Member(s) gained:
 |  | Address: |  |
| 1. 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**