**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**