

## Outline For Secretary's Minutes

\_\_\_\_\_ 4-H Club Meeting  
(name of club)

Time \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

Presiding Officer \_\_\_\_\_

**Pledges** given by: American \_\_\_\_\_ 4-H \_\_\_\_\_

**Secretary's Report** - minutes of previous meeting given by: \_\_\_\_\_

\_\_\_\_\_  
(Circle accepted or revised and write any corrections above.)

**Treasurer's Report** given by: \_\_\_\_\_ Amount in Treasury \$ \_\_\_\_\_  
Accepted or revised (Circle one)

**Educational Program or Demonstrations:** Title \_\_\_\_\_

Name(s) of Presenter(s): \_\_\_\_\_

### **Committee Reports and Actions**

1. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

\_\_\_\_\_  
Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

2. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

\_\_\_\_\_  
Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

3. Committee Report on \_\_\_\_\_

Given by \_\_\_\_\_; written report attached \_\_\_\_; spoken only \_\_\_\_\_

Recommendations or action \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: For \_\_\_\_\_ Against \_\_\_\_\_

**Unfinished Business:**

1. Item \_\_\_\_\_ given by \_\_\_\_\_

Motion \_\_\_\_\_

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

2. Item \_\_\_\_\_ given by \_\_\_\_\_

Motion \_\_\_\_\_

Motion made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

**New Business:**

1. Topic \_\_\_\_\_ given by \_\_\_\_\_

Assigned to \_\_\_\_\_ Committee. Committee Appointed? Yes or No

Motion: \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

2. Topic \_\_\_\_\_ given by \_\_\_\_\_

Assigned to \_\_\_\_\_ Committee. Committee Appointed? Yes or No

Motion: \_\_\_\_\_

Motion made by \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote: For: \_\_\_\_\_ Against: \_\_\_\_\_

New Committees

1.

2.

Other Reports Given (list name of presenter and activity/report):

Health & Safety \_\_\_\_\_

Recreation \_\_\_\_\_

Song \_\_\_\_\_

**Announcements** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Members present \_\_\_\_\_ + Guests \_\_\_\_\_ = Total Attendance \_\_\_\_\_

Respectfully submitted by,

\_\_\_\_\_, Secretary

\_\_\_\_\_, President