

## How to Write 4-H club Minutes

Minutes are the record of what a club does at its meetings. Minutes of your 4-H club should include the following facts:

1. Kind of meeting, whether regular or special.
2. Name of your club.
3. Number of members present and names of special guests.
4. Answer to roll call.
5. Statement that the minutes of the last meeting were or were not read and approved.
6. A record of all business carried on, including motions made, who make them, and whether motions were carried or lost.
7. Record of committees appointed, who is serving on the committee, and the committee reports.
8. Names of persons taking part and what they did on the program.
9. Record of demonstrations presented, project work done, special features on the program, and recreation.
10. Time and place of next meeting.

## Sample Minutes

The Blue Ribbon Strivers 4-H Club met at 7 p.m., February 7<sup>th</sup>, 2002, at the home of Sue and Ann Swanson.

The meeting was called to order by Jerry Hurst, president. The meeting opened with group singing led by Kay Cox. The pledge to the American flag and the 4-H Pledge were led by Paul Williams. The secretary's report was read and approved. Roll call was answered by "How We Can Improve Our 4-H Club."

Old and new business was discussed. Sally Fry made the motion that the club have their annual local exhibit at the school building June 27. Jerry appointed the following committee to be in charge: Ann Logan, Chairman; Josh Lucas, and Amber Nye.

Brittney Shaff, Junior Leader, demonstrated "Freezing Green Beans," and Jack Hall showed "How to Groom a Sheep for the Show Ring."

During the recreation period, Nicole Miller sang a solo and Mick Thomas and Shae Davis led the games. Mrs. Swanson served refreshments to the twenty-two members present.

The next meeting will be at Bill Jackson's, February 21.

Felicia Manor,  
Secretary

Jerry Hurst,  
President