Meeting Notes Worksheet

This form will help you keep notes for writing the minutes after the meeting. If you are going to be absent, be sure to get a copy of this form to the president or leader to give to the temporary secretary.

4-H Meeting for ____________________________, on ____________________________
(club name) (date)
at ____________________________, at ____________________________.
(place) (time)

A. Opening

- Pledge of Allegiance by ____________________________
- 4-H Pledge by ____________________________
- Inspiration (quote, joke, prayer or song) ____________________________
  by ____________________________
- Roll call was ____________________________ and was answered by:
  Members _____ Leaders _____ Number of Parents _____ Guests _____ attending.

B. Officer Reports:

- Minutes of last meeting approved as: ☐ read ☐ corrected
- Correspondence: ____________________________
- Treasurer’s Report: Bills: ____________________________
  Savings: ____________ Checking: ____________
- Other Officers:
  o Reporter: ____________________________
  o Historian: ____________________________
  o Other: ____________________________
  o Leader: ____________________________

C. Committee Reports

- Committee: ____________________________
- Committee: ____________________________
- Committee: ____________________________
D. Unfinished Business

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E. New Business

- __________________ moved to: ____________________________
  
  ____________________________
  
  seconded by: ____________________________  □  Pass  □  Fail

- __________________ moved to: ____________________________
  
  ____________________________
  
  seconded by: ____________________________  □  Pass  □  Fail

- __________________ moved to: ____________________________
  
  ____________________________
  
  seconded by: ____________________________  □  Pass  □  Fail

- __________________ moved to: ____________________________
  
  ____________________________
  
  seconded by: ____________________________  □  Pass  □  Fail

F. Announcements

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G. Adjournment: moved by ____________________________  □  Pass  □  Fail

H. Program:

________________________________________________________

________________________________________________________

________________________________________________________

I. Refreshments provided by:

________________________________________________________