Rotary Club of Regina

Weekly Club Meeting Reporting Template

# Meeting Chair’s Name

# Speaker Name & Presentation Summary

(Short summary of main points)

# Birthday and Anniversary Announcements

# Reports and Announcements

# Other Newsworthy Items

# Attendance – Members\_\_\_\_\_\_\_ Guests\_\_\_\_\_\_\_\_

# Next Meeting and Speaker/Agenda

Meeting Report’s Name and Email:

Please forward completed template to [davidstewart@sasktel.net](mailto:davidstewart@sasktel.net) and [rhardy@accesscomm.ca](mailto:rhardy@accesscomm.ca) for distribution to club members. Thank You.