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 and rhardy@accesscomm.ca for distribution to club members. Thank You.