



New London, NH Rotary Club Standard Meeting Minutes Format

1. Date of Meeting
2. Name of the Note Taker
3. Who Provided the Invocation?
4. Pledge of Allegiance to the Flag of the United States
5. Name of Visitors and Visiting Rotarians
6. Happy Dollars (list name and reason for "happiness")
7. Announcements (sometimes these are out of order and relate to club business)

8. Introduction of Speaker (List the name of who in the club sponsored the event)

9. Name of Speaker and What they Represent

10. Summarize the Nature of the Talk, One of Two Salient Points

11. Who in the Club Thanked the Speaker

12. Who Won the Raffle?

13. Closing Announcements

14. Adjournment