

Name of Club:

**Board Meeting: Minutes of Meeting**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Meeting: \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Item | Action By |
| **ACTION ITEMS** |  |
| **ACTION ITEMS**A.1. |  |
| **DIRECTORS REPORTS** |  |
| **B1. President** B1.1. |  |
| **B2. Past President:** B2.1. |  |
| **B3. Executive Secretary:** B3.1.  |  |
| **B4. President-Elect:** B4.1 . |  |
| **B5. Treasurer:**  B5.1 .  |  |
| **COMMITTEE REPORTS** |  |
| **C1. Speakers –** C1.1 . |  |
| **C2. Community Service -**C2.1 . |  |
| **C3. International Service –**C3.1 . |  |
| **C6. Public Image** C6.1 . |  |
| **C7. Social Committee –**C7.1 .  |  |
| FUNDRAISING |  |
| **E1.** E1.1 .  |  |
| **E2.** E2.1 .  |  |
| **E3.** E3.1 . |  |
| NEW BUSINESS |  |
| F1. . |  |