

GLENDALE COMMUNITY COLLEGE • **Meeting Minutes Template**

CLUB/ORGANIZATION: _____

DATE OF MEETING: _____ **ADVISOR(S) PRESENT:** _____

MEMBERS PRESENT: _____

MEMBERS ABSENT: _____

GUESTS: _____

TIME MEETING WAS CALLED TO ORDER: _____ **QUORUM:** Yes No

APPROVAL OF THE AGENDA: Moved by: _____ Seconded by: _____

Those in favor _____ Those opposed _____ **Outcome:** Motion Carried Motion Lost

READING AND APPROVAL OF PRIOR MINUTES:

Moved by: _____ Seconded by: _____

Those in favor _____ Those opposed _____ **Outcome:** Motion Carried Motion Lost

REPORTS:

A. PRESIDENT

Brief notes: _____

B. ADVISOR

Brief notes: _____

C. VICE PRESIDENT

Brief notes: _____

D. SECRETARY

Brief notes: _____

E. TREASURER

Brief notes: _____

F. COMMITTEE

Brief notes: _____

UNFINISHED BUSINESS: *Insert brief notes of the discussion, decisions, assignments of each Agenda Item*

I. Motion Under Discussion: _____

Moved by: _____ Secoded by: _____ Dollar Amount: _____

Brief Description of the Discussion/Debate: _____

Those in favor _____ Those opposed _____ Outcome: Motion Carried Motion Lost

II. Motion Under Discussion: _____

Moved by: _____ Secoded by: _____ Dollar Amount: _____

Brief Description of the Discussion/Debate: _____

Those in favor _____ Those opposed _____ Outcome: Motion Carried Motion Lost

NEW BUSINESS: *Insert brief notes of the discussion, decisions, assignments of each Agenda Item*

I. Motion Presented:

Moved by: _____ Secoded by: _____ Dollar Amount: _____

Brief Description of the Discussion/Debate: _____

Those in favor _____ Those opposed _____ Outcome: Motion Carried Motion Lost

II. Motion Presented: _____

Moved by: _____ Secoded by: _____ Dollar Amount: _____

Brief Description of the Discussion/Debate: _____

Those in favor _____ Those opposed _____ Outcome: Motion Carried Motion Lost

III. Motion Presented: _____

Moved by: _____ Secoded by: _____ Dollar Amount: _____

Brief Description of the Discussion/Debate: _____

Those in favor _____ Those opposed _____ Outcome: Motion Carried Motion Lost

IV. Motion Presented: _____

Moved by: _____ Secoded by: _____ Dollar Amount: _____

Brief Description of the Discussion/Debate: _____

Those in favor _____ Those opposed _____ Outcome: Motion Carried Motion Lost

ANNOUNCEMENTS: _____

ADJOURNMENT: _____ **DATE, TIME, & LOCATION OF NEXT MEETING:** _____

MINUTES TAKEN BY: _____