



John Doe
Club Officer Title
Club Name
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Minutes of Club Name Executive Committee Meeting Month, Day, Year

The club executive committee convened on [Month Day, Year], with **presiding officer** presiding. Officers present were: **president, vice president education, vice president membership, vice president public relations, secretary, treasurer, sergeant at arms**. Officers absent were: [Officer Names].

1. Minutes of the previous executive committee meeting were reviewed and approved.
2. Vice president education provides report from Education Committee:
 - **Business Item 1**
 - **Business Item 2**
3. Vice president membership provides report from Membership Committee:
 - **Business Item 1**
 - **Business Item 2**
4. Vice president public relations provides report from Public Relations Committee:
 - **Business Item 1**
 - **Business Item 2**
5. Sergeant at arms provides report from Social and Reception Committee:
 - **Business Item 1**
 - **Business Item 2**
6. Additional committee reports provided by committee chair:
 - **Business Item 1**
 - **Business Item 2**
7. Motions proposed to the committee requiring a vote:
 - [Officer Name] moved that "**exact words after amendments**." The motion was adopted.
 - [Officer Name] moved that "**exact words after amendments**." The motion was lost.
8. President/presiding officer discusses any unfinished and new items of club executive committee:
 - **Business Item 1**
 - **Business Item 2**

Meeting adjourned at [Time].

President

Date

Secretary

Date