**Pacific Grove High School**

**615 Sunset Drive ▪ Pacific Grove, California ▪ 93950**

**831-646-6590 ▪ 831-646-6660 Fax**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Club Meeting - Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Call Meeting to Order

Motion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time called to order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Roll Call and Attendance (List members in attendance and position if applicable)

Others: (List non-members in attendance, if any)

1. Approval of Minutes

* Last Meeting’s Minutes read by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motioned to approve Last Meeting’s Minutes
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconded the motion to approve Last Meeting’s Minutes

1. Officer’s Reports (officers report information, treasurer should present a budget report)
2. Old Business (i.e. business postponed from previous meetings, past events and how events went, etc.) – state if Old Business is APPROVED or DENIED.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motioned to approve Old Business
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconded the motion to approve Old Business

1. New Business (upcoming events, new ideas, review of calendar, list any new business, also state if the new business is APPROVED, RENEWED, POSTPONED, or DENIED and vote count)

* Activities/Fundraiser Requests
* Action Items - Who is responsible for what, and what is their deadline? (i.e. P.O. requests, fundraising requests, reporting to ASB, etc.)
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ motioned to approve New Business
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconded the motion to approve New Business
* Vote Count: # for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # against: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Next meeting to be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Adjournment

* Motion by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Time called to close:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Secretary’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor’s Signature Date