

Chino High School Club Meeting Minutes

Name of Club _____

Meeting Date: _____ Meeting Time: _____ Location: _____

Kind of Meeting (circle one): Regular Special Other

The meeting was called to order by: _____

The minutes of the meeting dated _____ were read and approved
(corrected and approved) on _____

Presiding Officer: _____

Roll Call by: _____

of Members Present: _____ # of Members Absent: _____

Meeting Attendees (attach separate list):

The following expenditures were approved (list below or attach separate list):

Vendor Name	Amount	Purpose of Expenditure

Motion by: _____ Second by: _____

Vote Count: _____ Number For: _____ Number Opposed: _____

Communication and Reports:

Old Business: _____

New Business: _____

Unfinished Business: _____

Announcements: _____

Presiding Officer: _____

(Signature and Date)

Secretary: _____

(Signature and Date)

Club Advisor: _____

(Signature and Date)

Forwarded to ASB on: _____ (Next ICC Meeting Date)