

## San Marcos High School Club Meeting Minutes

Club name: \_\_\_\_\_ Meeting date: \_\_\_\_\_ Location: \_\_\_\_\_  
 The meeting was called to order by: \_\_\_\_\_ Time: \_\_\_\_\_

The following Purchase Orders were approved: (Use a separate listing if needed) (P.O. # for office use only)

P.O. #	Vendor name	Amount	Purpose

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Communication and Reports:

Old Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Secretary Signature: \_\_\_\_\_

Club President Signature: \_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_

**Attendance Roster** (Minimum of 10 members; each member must personally sign in)

1. \_\_\_\_\_ 6. \_\_\_\_\_ 11. \_\_\_\_\_

2. \_\_\_\_\_ 7. \_\_\_\_\_ 12. \_\_\_\_\_

3. \_\_\_\_\_ 8. \_\_\_\_\_ 13. \_\_\_\_\_

4. \_\_\_\_\_ 9. \_\_\_\_\_ 14. \_\_\_\_\_

5. \_\_\_\_\_ 10. \_\_\_\_\_ 15. \_\_\_\_\_