

# 4-H Meeting Notes

Date: \_\_\_\_\_ Year: \_\_\_\_\_

Place: \_\_\_\_\_

Time: \_\_\_\_\_

## OPENING

- Called to order by: \_\_\_\_\_
- Pledge of Allegiance and 4-H Pledge led by: \_\_\_\_\_
- Roll Call was \_\_\_\_\_  
Members: \_\_\_\_\_ Leaders: \_\_\_\_\_ Parents: \_\_\_\_\_ Guests: \_\_\_\_\_
- Song: \_\_\_\_\_ Led by: \_\_\_\_\_

## OFFICER REPORTS

- Minutes of last meeting approved as:  read  corrected
- Communications: \_\_\_\_\_
- Treasurer Report: \_\_\_\_\_
  - Beginning Balance \_\_\_\_\_
  - Withdrawals - \_\_\_\_\_
  - Deposits + \_\_\_\_\_
  - Ending Balance = \_\_\_\_\_
- Reporter: \_\_\_\_\_
- Parliamentarian: \_\_\_\_\_
- Council Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_
- Leaders: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMITTEE REPORTS

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
Motion: \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
Motion: \_\_\_\_\_ pass/fail

UNFINISHED BUSINESS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

NEW BUSINESS

Motion: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ pass/fail

Motion: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ pass/fail

Motion: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ pass/fail

Motion: \_\_\_\_\_  
Discussion: \_\_\_\_\_  
Made by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ pass/fail

**PROGRAM**

- Presentation: \_\_\_\_\_ Member: \_\_\_\_\_
- Presentation: \_\_\_\_\_ Member: \_\_\_\_\_
- Presentation: \_\_\_\_\_ Member: \_\_\_\_\_
- Recreation: \_\_\_\_\_
  - Led by: \_\_\_\_\_

**ANNOUNCEMENTS:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Next Month's meeting will be on \_\_\_\_\_ at \_\_\_\_\_ pm, \_\_\_\_\_  
Program: \_\_\_\_\_  
Hosts: \_\_\_\_\_

**ADJOURNMENT**

- Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_ pass/fail  
Activity: \_\_\_\_\_  
Time: \_\_\_\_\_ pm

**REFRESHMENTS**

- Provided by \_\_\_\_\_

Notes taken by: \_\_\_\_\_