

MINUTES OF THE 4-H MEETING

The meeting of the _____ club was called to order by _____

at _____ on _____ at _____

The Flag salute and 4-H Pledge were led by _____

The minutes of the _____ meeting were read and approved with the following corrections:

Treasurer's Report:	Beginning balance	\$ _____
	Income last month	\$ _____
	Expenses	\$ _____
	Ending balance	\$ _____

Committee Chairperson and Officer reports: Name & summary of report

Project reports were given by: Name & project

Adult leader reports were given by: Name & summary of report

Demonstrations were given by: Name & subject

List each motion, who made & seconded the motion, if it was approved or not. List committee chairpersons and committee members

Old business: Continued from previous month

New business:

Announcements:

Meeting adjourned at _____.

Our program for the meeting was _____

Corrections or additions to minutes: _____

Respectfully submitted, _____
Secretary