

Executive Board Minutes of _____ Club
Club name

Meeting Held at _____ Date: _____
Location

The meeting was called to order by _____ Time Started: _____
Name

Planning Meeting for Unit Meeting _____
Date

Who will lead Flag Salute _____

Who will lead 4-H Pledge _____

New Business or up coming events:

Report on coming events: (include dates) (Brief description or written report attached)

_____	_____
_____	_____
_____	_____

(Include all motions made in this section and person's name making motion, name of person seconding motion, and record weather motion passed or not.)

Old or unfinished business:

Report of events completed (Dates and interesting details) (Brief description or written report attached)

_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date
_____	_____	_____	_____
	Date		Date

(Include all motions made in this section and person's name making motion, name of person seconding motion, and record weather motion passed or not.)

Project reports: (list person, project and brief description of report) (or ask for written reports and attach)

_____	_____
Project	Person
_____	_____
Project	Person
_____	_____
Project	Person

Project Leaders Reports: (Brief description of report) or (ask for written report and attach)

_____	_____
Project	Leader
_____	_____
Project	Leader
_____	_____
Project	Leader

Community Leader Report: (Brief description of report) or (ask for written report and attach)

_____	_____
Brief description of report	Community Leader Name
_____	_____
Brief description of report	Community Leader Name

Any other business or announcements: (Brief description or written report attached)

_____	_____
Brief description	Person's name
_____	_____
Brief description	Person's name
_____	_____
Brief description	Person's name

Following adjournment the following program will be presented:

Brief Description

The Meeting was adjourned at: _____
Time