

EastLake Middle School
_____ Club
Meeting Minutes

1. The meeting was called to order by _____.
2. The location of the meeting was _____.
3. The meeting took place on _____ (date)
and commenced at _____ (time).
Meeting adjourned at _____ (time).

4. The following were present at the meeting: _____

_____.

5. The minutes of the previous meeting held on _____ were
read and approved _____ or corrected and approved _____. If changed,
the following changes were made: _____

_____.

6. The following expenditures require consideration and approval:

a. _____ requests prior approval of an expenditure that will be
paid to _____. The expense will not exceed \$_____. The
purpose of this expenditure is _____

All in favor

b. _____ requests prior approval of an expenditure that will be
paid to _____. The expense will not exceed \$_____. The
purpose of this expenditure is _____

All in favor

c. _____ requests prior approval of an expenditure that will be
paid to _____. The expense will not exceed \$_____. The
purpose of this expenditure is _____

All in favor

d. _____ requests prior approval of an expenditure that will be paid to _____. The expense will not exceed \$_____. The purpose of this expenditure is _____

All in favor



e. _____ requests prior approval of an expenditure that will be paid to _____. The expense will not exceed \$_____. The purpose of this expenditure is _____

All in favor



The following expenditure(s) need(s) further consideration and are not approved at this time: _____

Motion to approve expenditures, aside from those listed above: _____

Seconded by: _____

7. The following activities and fundraisers were approved:

a. _____ will host _____
on _____. Additional Details: _____

b. _____ will host _____
on _____. Additional Details: _____

c. _____ will host _____
on _____. Additional Details: _____

d. _____ will host _____
on _____. Additional Details: _____

e. _____ will host _____
on _____. Additional Details: _____

9. Old Business:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

10. New Business:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

10. The following are items to be discussed at the next meeting:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Signature of Secretary: _____