

SAMPLE
Minutes of 4-H Club Meeting

Name of 4-H club Cats Meow	Meeting date (month, day, year) March 18, 2010	Place Fort Bixby School
Meeting called to order by Gene Govell, president		Time meeting called to order 7:30 p.m.
Number in attendance 29 members 7 leaders 12 others		
Special guests Avis Adams, 4-H program assistant and Dr. John Doe, Farm Bureau		

The program of the meeting, business transacted, and special features, including recreation, were as follows:

Roll call was answered with "my plans for immunizations this year." Minutes of the last meeting were read by the secretary. A motion was made, seconded and carried that the minutes be approved. The treasurer reported a balance of \$27.50 on hand with no outstanding bills. A motion was made, seconded and carried that the report be approved.

If there are corrections to either the secretary or treasurer report, they should be recorded here also.

Old Business

Donna Fuller, chair of health committee, reported that arrangements have been completed for the group immunizations at Doctor's Clinic on Sat., May 25.

Junior project chair for Clothing Unit II, Book 2, Auto Care and Safety and Basic Woodworking reported project meetings held since last meeting as recorded on page ____.

New Business

Our club leader announced 4-H camp will be June 17-21, will cost \$40. Applications are due in the county office by May 1.

The next meeting will be on March 25, 2010 at Harding School.

A motion was made, seconded and carried to adjourn.

Program

Dr. Fed Neocamp talked of "Immunization Needed for Good Health." He told us why they are needed and how they prevent disease and health problems. Susie Bell demonstrated "How to Cut a Skirt from a Wool Plaid."

Recreation

Three members played guitars and lead the group in a songfest. Govell and Bell families provided refreshments.

 (Secretary Signature)

 (Date Approved)

The club secretary should make the minutes available to the club reporter to complete Y676, 4-H Club Meeting Report Form.

(EXAMPLE) Y671G

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