**Template for Board Meeting Minutes**

Minutes for Sal B. High School’s Key Club Executive Board Meeting

1:45pm, Monday, August 13, 2013

Call to Order:

President Emily called the meeting to order at 1:45pm.

Pledge of Allegiance:

Secretary Bobby led the Pledge of Allegiance. (It is up to your club’s Executive board whether or not the Pledge of Allegiance will be given.)

Roll Call:

Secretary Bobby took roll call, and noted all the 2012-2013 officers and guests that were present and absent.

2012-2013 Officers:

President Emily Smith

Vice President Danielle Miller

Secretary Bobby Jones

Treasurer Charlie Jackson

Editor Brittany Lee

Kiwanis Advisor Mr. Jones

Absent:

Faculty Advisor Mr. Hall

Guests:

Division 27 Lt. Governor Ted Adams

Old Business:

President Emily addressed the success of last week’s service projects. (List the corresponding projects and the success of each one.)

New Business:

1. President’s Report:

President Emily gave her president’s report. (Note what the president reported on.)

1. Vice President’s Report:

Vice President Danielle gave her vice president’s report. (Note what the vice president’s report consisted of; this can include committee activities or the committee chairs can present their own reports.)

1. Secretary’s Report:

Secretary Bobby gave his secretary’s report. (Note what the secretary reported on.)

1. Treasurer’s Report:

Treasurer Charlie gave her treasurer’s report. (Note what the treasurer reported on.)

1. Editor/ Webmaster Report:

Editor Brittany gave her editor’s report. (Note what the editor reported on.)

1. Planning for upcoming meeting:

All officers planned the next club meeting. President Emily mentioned that the Keynote speaker will be Division 27 Kiwanis Lt. Governor Ted Adams. She also mentioned the upcoming events that will be discussed. She asked if any of the officers would like to lead the club in the Pledge of Allegiance or the Key Club Pledge.

When voting on motions

* Example of motions:
1. Making an amendment to your club’s bylaws
2. Voting on whether or not to do a service project
3. Changes to your club’s budget
* When voting on motions you MUST note who made the motion, who seconded the motion, and if the motion passed (carried) or failed. Here are two examples:
1. President Emily moved to amend the club bylaw. Secretary Bobby seconded the motion; the motion carried.
2. Secretary Bobby moved to make The Eliminate Project the next fundraiser. Treasurer Charlie seconded the motion; the motion carried.