

Minutes SAMPLE

Club Name: Civic Engagement Club

DATE: 2/2/2022 TIME: 11 am - 12 pm LOCATION: SC 401, Zoom link -----		
Title	Name	Present/Absent
President	Ashley Sims (AS)	P
Vice President	David Mills (DM)	P
Treasurer	Natty Green (NG)	P
Senator	Lily Owens (LO)	P
Senator	John Chris (JC)	A

I. CALL TO ORDER Meeting started at 11:00 am

II. APPROVAL OF MINUTES (Approval of past meeting minutes)

Ashley made a motion to approve last week's minutes. David seconded the motion. Motion passed.

III. PUBLIC COMMENTS (Guest of the meeting)

IV. OLD BUSINESS

Pizza Party for the End of the Year celebration

The council discussed the cost of the event and reviewed all invoices. Ashley motioned to request \$500 from ASLC to support the event. David seconds motion. No objections. Invoices attached.

V. NEW BUSINESS

Spring Field Trip to Art Museum

The council discussed the cost of the event and reviewed the invoice. The following students will be attending the event: Name, name, name, name, name

The total cost is \$2,000. Invoices attached. Jason motioned to approve ----- and ----- to attend the spring field trip to Art Museum. Natty seconded the motion. No discussion. Motion passed.

VI. AGENDA REQUESTS (Future Meeting)

VII. ANNOUNCEMENTS/COMMENDATIONS

Lily thanked everyone that participated in spirit week.

VII. ADJOURNMENT Meeting ended at 12:00 pm