

Sample Minutes

The regular meeting of the _____ County 4-H Council was held on May 10, 2010, at the _____ County Extension Office Meeting Room. The meeting was called to order at 7:00 p.m. by President _____. The secretary was present.

Roll call was conducted by Secretary _____, and 12 of 15 members were present. Secretary _____ read the minutes from the previous meeting, and they were approved. Communication received was shared with the membership.

Treasurer _____ reported receipts of \$1,000 and disbursements of \$500, with a balance of \$5,110 in the 4-H Council account as of May 8, 2010. The report was placed on file.

_____, chairman of the Community Service Committee, reported that the committee met on May 4 and identified three service projects for this summer for the 4-H Council to vote on. Those projects were Habitat for Humanity Lunch Sponsor, Food Bank Food Drive, and Pack the Bus School Supply Drive. The membership selected by majority vote the Pack the Bus School Supply Drive.

_____ moved that "the 4-H Council make a donation of \$100 to the Turner family, who lost their home in a fire." The motion was adopted after debate.

_____ moved that "the 4-H Council collect clothing, blankets, sheets, and towels to donate to the Turner family and turn them in to a task force by June 1, 2010." The motion was adopted after debate. The president appointed a task force of Jane Morgan, Jose Rocha, and Lee Hartman to coordinate the collection of items.

Mr. Mike Smith, founder of the Fitness Factory, presented a program on the youth fitness programs available at the Fitness Factory.

President _____ provided the following announcement: Remember to drop off any collected items to be donated to the Turner family by June 1, 2010.

The meeting adjourned at 8:30 p.m.

 Signature, Secretary