

Newbury Park High School Club Remote Meeting Minutes 2020-2021

Club Name: _____ Meeting Date: _____

Meeting was called to order by (name & title): _____

First & last names of all students in attendance. Attach a separate page if necessary.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Minutes of the previous meeting, dated _____ were:

read and approved or corrected and approved

Motion to approve by: _____ Second to approve by: _____

Total Vote Count: _____ # of Yes Votes: _____ # of No Votes: _____

****Old Business:** (use this section to list things discussed from last meeting, use an additional piece of paper if necessary)

****New Business:** (use this section to list new things discussed at this meeting, including fundraisers, use an additional piece of paper if necessary)

Check this box if financials are involved in this meeting; all club expenses and reimbursements require votes. Bring all receipts and a hard copy of these minutes to the table at the front of the school and ask for Mrs. Laina or Mrs. Adams.

Payable To	\$ Amount	Purpose of Expenditure

Motion to approve by: _____ Second to approve by: _____

Total Vote Count: _____ # of Yes Votes: _____ # of No Votes: _____

e-mail these minutes to Mrs. Laina at elaina@conejousd.org and copy your advisor on the e-mail

Submitted by: Club Secretary: _____
Signature

Date