***AdventHealth University***

Club Name Here

# Date

# Minutes

**Members:** \_\_\_\_\_\_\_ **Sponsor (state whether primary or secondary)**; Members listed alphabetically; \_\_\_\_\_\_\_\_, *Recording Secretary*.

|  |  |  |
| --- | --- | --- |
| Members Present |  | |
| **Members Absent** |  | |
| Voted Actions | | **Follow-up** Needed |
| **Name of Action**  **List Action Number\* (*21:01*)** | ***Voted***, recommend to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name person this club would report to) for approval that… |  |
| **Name of Action**  **List Action Number\*** | ***Voted***, recommend to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name person this club would report to) for approval that… |  |
| **Name of Action**  **List Action Number\*** | ***Voted***, recommend to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name person this club would report to) for approval that… |  |
| Discussion | | |
| **Title of Discussion Item:**  **(*i.e. New Members Present)*** |  |  |
| **Members Voted In**  **(during this meeting)** |  |  |
| **Member Withdrawn**  **(during this meeting)** |  |  |
| **Adjourned** | Next Scheduled Meeting: Insert date |  |
| **Approved** | Insert jpg signature or name  Primary Sponsor  Insert jpg signature or sign  Recording Secretary |  |

**\*Voted actions are numbered as follows:**

1) List year first (i.e. 21: for 2021)

2) List voted items numbered throughout each year;

(i.e. 21:01 for 1st voted action, 21:02 for 2nd voted action)

In January of each year begin with the date of the year,

i.e. 21: xx for 2021

22: xx for 2022

23: xx for 2021