



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Example Meeting Notes

[Insert school name here] STUDENT Y

### CHAPTER MEETING MINUTES

Date:

Meeting Start Time:

Meeting End Time:

Recorded by:

#### Old Business

Include Speaker - Statement speaker made & Response/Verdict

*Ex: Ryan Simpson - Is it possible to move the date forward to March 18th to accommodate Seniors who have college counseling deadlines? (yes)*

#### New Business

Include Speaker - Statement speaker made & Response/Verdict

*Ex: Alex Muckler- What time do we need to be at the Crowne Plaza? (12:30pm)*

#### Action Items

Make sure to include the item(s) to be voted on and # of votes for each item along with any follow up instructions necessary

*Ex: Chapter vote on Student Y T-shirt design. 14 votes on #1, 8 votes on #2, etc.*

#### Items from the Floor

Include speaker - Item Mentioned & Response/Verdict

*Ex: Amanda Pile - Can we have the next MobileServe training as a part of a meeting?*

*Beth Malcom - No, but the officers can hold an additional training outside of a meeting for those who wish to attend*

#### Shout-outs

Include who received shout and why

*Ex: Sally brought in the best brownies for our fundraiser*

#### Motion to Close

#### Announce the time and date of the next meeting