

Rancho Bernardo High School

Associated Student Body

Club Minutes

(NAME OF ORGANIZATION)

(MONTH DAY, YEAR)

(TIME AND LOCATION)

Officers: _____

Quorum present? (Yes/No)

Advisor: _____

· *Meeting called to order at _____ by _____*

· *Last meeting's minutes were amended and approved? (Yes/No)*

Proceedings: _____

· *President's report provided by _____:*

· *Treasurer's report provided by _____: Balance of Treasury: _____*

· *Other business:*

· *Assessment of the Meeting:*

· Meeting adjourned at _____.

· Minutes submitted by _____.