



Topic Two: Lead a Club That Works!



NCR 4-H Volunteer Specialists present:

Online Volunteer Modules

Minutes of 4-H Club Meeting

Place: _____ Date: _____ Time: _____

Attendance:

4-H Members	
Club Leaders	
Other Adults	
Visitors	
TOTAL	

Notes taken by: _____

Meeting Notes:

Welcome Activity:

Pledges:

Who led the pledges? American: _____ 4-H: _____

Roll Call (what question did members answer):

Introduction of Guests and/or new members:

Did we have any guests at the meeting? YES NO

If yes, who?

Did the club approve the minutes from the last meeting? YES NO

Who made a motion to approve the minutes?

Who seconded the motion?

Treasurer's Report

What is our current balance? _____

Reporter/Historian Report

What information did they share?

Adult Club Leader Report

What information did they share?

Unfinished Business

What unfinished (old) business did the club discuss?

New Business

What new business did the club discuss?

Program (guest speaker)

Did we have a guest speaker? YES NO

If yes, who was it and what did that person talk about?

Demonstrations:

Members who gave demonstrations and what their topic was:

Snack/Beverage:

Snack & Beverages served by:

Next Meeting Date:

This resource was adapted October 2019.

Originally developed by Kari Robideau, University of Minnesota Extension and Rachelle Vetter, North Dakota State University Extension, 2016