

Hagerstown Community College [Club]
[Meeting Type] Meeting Minutes

[Date: Month Day, Year]

I. Call to order

[Club President] called to order the regular meeting of the [Club Name] at [Time] on [Date] at [Location].

II. Roll call

[Club Secretary] conducted a roll call. The following persons were present:

[Title (if applicable)]: [Person] ...

III. Approval of minutes from last meeting

[Club Secretary] read the minutes from the last meeting. [“The minutes were approved as read.” or “The minutes were approved after the following revisions: ...”]

V. President’s Report

[Follow agenda’s headers when possible; include any relevant details, but exclude minutia.]

VI. Vice President’s Report

[See President’s Report.]

VII. Treasurer’s Report

[See President’s Report.]

VIII. Secretary’s Report

[See President’s Report.]

IX. Special Reports

[See President’s Report.]

X. New business

XI. Open Discussion

XII. Adjournment

[Club President] adjourned the meeting at [Time].

Minutes submitted by: [Club Secretary]

Minutes approved by: [Club President]

This should only serve as a rough outline; some edits may be needed. See the agenda outline for more tips.