

Agenda and Minutes Cheat Sheet

What does each item do?

- I. Call to Order – When the meeting starts
- II. Roll Call – To determine if a quorum is present
- III. Quorum – Confirmation of the quorum
- IV. Approval of Agenda – Confirming current agenda is correct
- V. Approval of Minutes – Confirming the minutes for last meeting are correct
- VI. Guest Speaker – If present; give a summary of what they presented
- VII. Unfinished Business – Anything from the previous meeting that needs to be addressed. Follows a motion and vote if needed.
- VIII. New Business – Any new action item. To be moved as a motion and vote if needed.
- IX. Officer Reports – Anything officers would like to announce
- X. Announcements – Anything shared about meetings or other items of interest
- XI. Program of the Meeting – Club's activity
- XII. Adjournment – When the meeting ends

Agendas/Minutes Should Include:

- Organization Name
- Date, time, & location of meeting
- Name of Attendees
- Include name of presiding officers, names of absent officers, names of guest or staff present. (Set quorum)
- Unfinished business
- Motions taken or rejected, roll call if necessary
- New Business
- Motions taken or rejected, roll call if necessary
- Closing/Announcements

NOTE:

- All financial items require roll call.
- Items in minutes/agenda will vary depending on content to be addressed.

AGENDA TEMPLATE:

(Club Name) Meeting Agenda

(Type of Meeting- Regular, Special, Emergency)

(Meeting Date), (Meeting Time)

(Meeting Room Location)

I. Call to Order (1 minute)

II. Roll Call

Officers

(name) - President

(name) - Vice President

Etc.

Members

(name) - Member

Advisors

(name) - Advisor

III. Quorum

IV. Approval of Agenda

V. Approval of Minutes

VI. Guest Speaker (Estimate of time limit i.e. 10 minutes)

(Name of guest speaker, organization they represent, summary of discussion/presentation)

VII. Unfinished Business

a. (Description of item, name of who will address topic, summary of discussion)
(Estimate of time limit i.e. 10 minutes)

b. (Description of item, name of who will address topic, summary of discussion)
(Estimate of time limit i.e. 10 minutes)

VIII. New Business

a. (Description of item, name of who will address topic, summary of discussion)
(Estimate of time limit i.e. 10 minutes)

b. (Description of item, name of who will address topic, summary of discussion)
(Estimate of time limit i.e. 5 minutes)

IX. Officer Reports

(List of Officers, Titles)

X. Announcements (Estimate of time limit i.e. 10 minutes)

XI. Program of the Meeting (Estimate of time limit i.e. 30 minutes)

(Example: Guest speaker, movie, slide presentation, etc.)

XII. Adjournment

MINUTES (EXAMPLE/TEMPLATE):

X Club Meeting Minutes

Regular Meeting

Thursday, March 21st, 2024, 10:00 AM

21104

I. Call to Order (1 minute)

Meeting called to order at 10:00 AM.

II. Roll Call

Officers

(name) - President - *Present*

(name) - Vice President - *Present*

(name) - Treasurer - *Present*

(name) - Club Representative - *Vacant*

Etc.

Members

(name) - Member - *Absent*

(name) - Member - *Present*

Advisors

(name) - Advisor - *Late 3:10*

(name) - Advisor - *Present*

III. Quorum

Quorum is established with 6 out of 8 voting members and 1 advisor

IV. Approval of Agenda

B. Price moved to approve the minutes. K. Pascua seconded. [OBJ]

With no objections, the agenda was approved by consensus

V. Approval of Minutes

B. Price moved to approve the March 14, 2024 Meeting Minutes. K. Pascua seconded. With no objections, the minutes were approved by consensus

VI. Guest Speaker

No guest speaker

VII. Unfinished Business

a. Motion information to purchase food for next week’s meeting

(Position) (Full name) proposed to spend up to \$75 on food and drinks for the next club meeting on 3/28/2024.

B. Price moved; K. Pascua seconded.

Roll Call:

(name) - aye

(name) - aye

(name) - aye

(name) - aye

(name) - aye

(name) - aye

(name) - aye

(name) - aye

VIII. New Business

IX. Officer Reports

Officers

(name) - President

(name) - Vice President

(name) - Treasurer

(name) - Club Representative

Members

(name) - Member

(name) - Member

Advisors

(name) - Advisor

(name) - Advisor

X. Announcements

No announcements

XI. Program of the Meeting (30 minutes)

K. Pascua, LPCSG Director of Club Outreach, will give a presentation on “Club Advisor Best Practices” alongside B. Price, LPCSG President, and J. Hernandez, Program Coordinator of Student Life & Leadership

- K. Pascua, B. Price, and J. Hernandez gave a presentation to club advisors and officers, informing them of their club procedures such as the budget setup and guide to minutes and agendas.

XII. Adjournment

LPCSG President B. Price adjourned the meeting at 11:00 AM