

Meeting Minutes Example

Baked Goods Club
September 20, 2020
SU-204 3:00 – 4:00 pm
Meeting Minutes

Call to order: 2:00pm

Roll Call: (P=Present A=Absent)

President: Mark Brown – P

Vice President: Mary Flores – P

Secretary: Karina Johnson – P

ICC Representative: Hector Garcia – P

Guest(s): Hung Nguyen

Approval Of Minutes: Hector Motions, Karina seconds; Discussion; Diane recommended an edit to her report; she spent 28.00 not \$30.00 on fundraiser. Approved (6:1)

Public Comments: Corey Roberts talked about the AIDS Walk, suggested that we participate.

Officer Reports:

- A. President (Name): Discussed the Aids walk idea considering goals considered last week
- B. VP (Name): Reviewed the bake sale from last week, gave a report on how it went
- C. Treasurer (Name): Reported on money raised from Bake Sale (\$43.09); new club balance \$102.10
- D. Secretary (Name): Presented a draft of the goals discussed last week
- E. ICC Rep (Name): Reported on the Fall Fest Event (Date, Time, Location) each club should be there to recruit members and sell back goods

Advisor Report(s): Facilitated a discussion on Bake Sale event last week.

What went well: we had a lot of items to sell, a lot of volunteers and we made \$43.09.

Improvement: not enough advertisement, too much food, and clean up wasn't done properly.

Unfinished Business: *(list item by item, any business that already has been on the club's agenda that is considered unfinished. Explanation of the item (up to 20 words) included.*

AIDS WALK Participation – (What time to meet? Where? How?)

FALL FEST Participation/planning/ sign-up sheets/ facility request? / hours/ pre-order if needed/advertisement

Fall Goals: Motion to approve by Hung, Seconded by Mark (6:1) [MSC]

New Business:

Mary Motioned that the group participate in the AIDS walk (date, time, location, etc.) and t to sell baked goods. (Hector: Tabled until next week)

Karina requested up to \$20 from club account for purchase of supplies to creating new posters/flyers

Motion by Karina, seconded by Diane. Passed (6/1)

Adjourn: 2:55pm