

TWIN PEAKS MIDDLE 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 _____.