

# Newbury Park High School Club Meeting Minutes 2022-2023

Club Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Meeting was called to order by (name & title): \_\_\_\_\_

First & last names of all students in attendance. Attach a separate page if necessary.


Minutes of the previous meeting, dated \_\_\_\_\_ were:

read and approved or  corrected and approved

Motion to approve by: \_\_\_\_\_ Second to approve by: \_\_\_\_\_

Total Vote Count: \_\_\_\_\_ # of Yes Votes: \_\_\_\_\_ # of No Votes: \_\_\_\_\_

**\*\*Old Business:** (use this section to list things discussed from last meeting, use an additional piece of paper if necessary)

**\*\*New Business:** (use this section to list new things discussed at this meeting, including fundraisers, use an additional piece of paper if necessary)

Check this box if financials are involved in this meeting; all club expenses and reimbursements require votes. Bring all receipts and a hard copy of these minutes to Mrs. Boxberger in the Student Store.

Payable To	\$ Amount	Purpose of Expenditure

Motion to approve by: \_\_\_\_\_ Second to approve by: \_\_\_\_\_

Total Vote Count: \_\_\_\_\_ # of Yes Votes: \_\_\_\_\_ # of No Votes: \_\_\_\_\_

e-mail these minutes to Ms. Larson at [mlarson@conejousd.org](mailto:mlarson@conejousd.org) and copy your advisor on the e-mail

Submitted by: Club Secretary: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date