



# CLUB MINUTES

Club Name: Inter-Club Council (ICC)  
Location of Meeting: Commons

Date: October 18, 2018  
Acct #: \_\_\_\_\_

**Club Members Present:**  
Make a list of all those present. Attach list if needed.

Poster attached

**Old Business:**  
Topics from your last meeting that went unresolved.

- Club Calendars for September  
- issue - filling out correct format
- Club rush feedback + open floor discussion

**New Business:**  
New topics that were discussed at this meeting.

- Updated Infractions list - Minutes for board meetings
- Minutes submission
- Club finances - correct forms
- fundraisers + food sale rules for clubs
- Club photo day - yearbook representative

**Instructions**  
Minutes are used to document club meetings in order to hold a record of any expenditures or action items requiring approval or future reference. They also serve as proof of your club's existence on our campus.

Name all the attendees in the Club Members Present section. Attach your sign in sheet if there are too many names.

Old Business are agenda topics that you talked about at a prior meeting that are being addressed at this new meeting.

New Business are the new agenda topics presented at this meeting. You only need brief notes about the discussions of each. Highlight any disbursements talked about.

Your president or other leader of the meeting should end the meeting by motioning to adjourn the meeting or approve the meeting minutes. This should be seconded by the second in command.

Turn in Minutes forms to the ASB room no later than 3 days after the meetings.

Motioned to approve by: Samantha Wasserman      Seconded by: Shannon Moss

Meeting called to order at (time): 1:20      Meeting adjourned at (time): 1:28

Secretary's Signature [Signature]  
 President's Signature In ABSENCE Will Per  
 Advisor's Signature [Signature]  
 ASB Club Commissioner Signature Will Per

**FABRICATION OF MINUTES WILL RESULT IN SUSPENSION OF CHARTER.**  
**Reimbursements can NOT be issued without prior approval on a disbursement form.**  
 Disbursement Forms are available at [bhsclubs.com](http://bhsclubs.com)