



# CLUB MINUTES

Club Name: ICC (Inter-Club Council)

Date: 9-27-18  
Acct #: \_\_\_\_\_

Location of Meeting: Commons

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

- list attached

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

None

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

- New documents on website
- Club meetings rules
- Money / disbursements
- posters and advertisement
- Club rush rules
- Club descriptions on website
- Club mergers

Motioned to approve by: Lauren Tankrem

Seconded by: Hailey Hansen

Meeting called to order at (time): 1:15 Meeting adjourned at (time): 1:29

Secretary's Signature [Signature]

President's Signature [Signature]

Advisor's Signature [Signature]

ASB Club Commissioner Signature [Signature]

**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.

**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)