



Official Minutes of Regular Club Meeting

The regular meeting of the _____ Optimist Club of _____ was called
to order on _____ 19 _____ by the _____
at _____ at the _____ with those members in
(Time) (Place)

attendance as shown on the Attendance

Guests _____

Record and Guest Register.

Members _____ Percentage _____

Official Minutes

Secretary _____

BOARD OF DIRECTORS MEETING

(Order of Business)

- 1. Meeting Called to Order by President
- 2. Roll Call
- 3. Remarks by President
- 4. Reading of Minutes of Previous Meeting (and Their Approval)
- 5. Report of Secretary-Treasurer
- 6. Reading of Communications
- 7. Report of Committees
- 8. Unfinished Business
- 9. New Business
- 10. Adjournment



OFFICIAL MINUTES OF THE BOARD OF DIRECTORS MEETING

_____ OPTIMIST CLUB of _____, _____

held its regular Board Meeting at _____ on _____ 19 _____
Place

Meeting was called to order at _____ by _____,
Time Name

who acted as chairperson, with the following Board Members present:

MINUTES OF MEETING

Secretary-Treasurer _____