

# MINUTES REPORT

Date \_\_\_\_\_

THE MEETING OF THE \_\_\_\_\_ Club was called to order at \_\_\_\_\_ o'clock.

The regular Director of the Club is \_\_\_\_\_  
(Title)

Tonight's Chairman was \_\_\_\_\_  
(President or Vice President)

Total Membership: \_\_\_\_\_ Members present at start of program: \_\_\_\_\_ Late Arrivals: \_\_\_\_\_

Place of meeting: \_\_\_\_\_ Dinner meeting  Non-Dinner meeting

List here any special instructions by Director or others on voice improvement, vocabulary, grammar, etc. \_\_\_\_\_

\_\_\_\_\_

Given by \_\_\_\_\_

**BUSINESS: (List ALL items of business discussed)**

- |    |       |                |
|----|-------|----------------|
| 1. | _____ | Adopted? _____ |
| 2. | _____ | Adopted? _____ |
| 3. | _____ | Adopted? _____ |
| 4. | _____ | Adopted? _____ |
| 5. | _____ | Adopted? _____ |
| 6. | _____ | Adopted? _____ |

On back of this sheet give details of *all* items which were *adopted*.

TOPICS MASTER: Mr. \_\_\_\_\_ Performance evaluated as \_\_\_\_\_

Table Topics consisted of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOASTMASTER of the evening: Mr. \_\_\_\_\_ Performance evaluated as \_\_\_\_\_

	Speaker	S/G#	Subject of Speech	Award	Evaluator	Award
1st	_____	_____	_____	_____	_____	_____
2nd	_____	_____	_____	_____	_____	_____
3rd	_____	_____	_____	_____	_____	_____
4th	_____	_____	_____	_____	_____	_____
5th	_____	_____	_____	_____	_____	_____

The Overall Evaluator: Mr. \_\_\_\_\_ admonished us on the following points:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting Adjourned at \_\_\_\_\_ o'clock.

By \_\_\_\_\_ Secretary