

CANYON CREST ACADEMY MINUTES OF MEETINGS

At a minimum, the following information should be documented in the meeting minutes:

- Name of the club holding the meeting
- Date, time, and place of the meeting
- Names of those in attendance
- What was discussed during the meeting
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved
- The results of any votes taken, including who made a motion and who seconded the motion
- Who prepared the minutes

At the next regularly scheduled student council or club meeting, the students should review and approved the minutes of the previous meeting. The secretary should maintain a binder of all the approved minutes for the school year. See the attached Minutes of Meetings form to be filled out for each session.