



ECA MEETING MINUTES

CLUB NAME: _____

MEETING DATE: _____ **TIME:** _____ **LOCATION:** _____

1. ROLL CALL: (attach additional sheet as necessary)

President _____ **Vice-President** _____

Treasurer _____ **Secretary** _____

2. BUSINESS:

A. **Recommended Action:** _____

Motion 1st _____ **Motion 2nd** _____

#Votes in Favor _____ **#Votes opposed** _____ **Total # Votes** _____

B. **Recommended Action:** _____

Motion 1st _____ **Motion 2nd** _____

#Votes in Favor _____ **#Votes opposed** _____ **Total # Votes** _____

C. **Recommended Action:** _____

Motion 1st _____ **Motion 2nd** _____

#Votes in Favor _____ **#Votes opposed** _____ **Total # Votes** _____

D. **Recommended Action:** _____

Motion 1st _____ **Motion 2nd** _____

#Votes in Favor _____ **#Votes opposed** _____ **Total # Votes** _____

E. **Recommended Action:** _____

Motion 1st _____ **Motion 2nd** _____

#Votes in Favor _____ **#Votes opposed** _____ **Total # Votes** _____

4. TREASURER'S REPORT BALANCE: \$ _____

5. MEETING ADJOURNED: _____ **NEXT MEETING DATE:** _____