



# Parts of the Agenda and Meeting Process

## CLOVER CLAN 4-H CLUB MEETING

November 10, 2006

Place, City, NH

7:00 pm

### AGENDA

<i>Business Meeting</i>	<i>Who</i>	<i>Helpful Hints</i>
<b>Call to Order</b>	Chair	
<b>Opening</b>		4-H Pledge, American Pledge
<b>Introductions</b>		
<b>Roll Call</b>	Secretary	
<b>Minutes</b>	Chair Secretary	Will the Secretary Read the minutes of the last meeting?
<b>Approval of Minutes</b>	Chair	Are there any corrections to the minutes. If not, the minutes are approved as read.
<b>Correspondence</b>	Chair	Is there any correspondence? (If action is necessary, motion is made by reporting member)
<b>Treasurer's Report</b>	Chair Treasurer	The treasurers will now report. Are there any questions? This has been read for your information and placed on file for audit. Motion is made to approve the treasurer's report.
<b>Approval of expenditures</b>	Chair	Are there any bills to be approved? (Motion is made to approve the payment.)
<b>Committee Reports</b>	Committee Chair Officer	Only if a report is to be made ( A report requiring action should include a motion for such action.)
<b>Old Business</b>	Chair	Is there any unfinished business?
<b>New Business</b>	Chair	Is there any new business?
<b>Announcements</b>	Chair	Announcements by club leader or others. Highlights from County Newsletter.

<b>Adjournment of Business Mtg.</b>	Chair	Is there any further business? If not there needs to be a motion to adjourn.
<b>Program</b>	Chair Program Committee	The Program Committee will now present the program.
<b>Fun &amp; Games/Refreshments</b>	Recreation Leader Song Leader or Committee	Activities proceed.