

Remember to include any speakers and the subject of his/her presentation. BE DETAILED!!

MINUTES REPORT FORM

for the Texas-Oklahoma District of Key Club International

Be sure to include any motions made during the meeting. Also, include committee reports.

The Key Club of **Awesome** High School met on **April 15th** at **11:00** at **Awesome Cafe**.

Sally Sue is the meeting Chairperson, **Joe Smith** is the meeting Secretary, and the Adult Advisor is **Andrea Smith**. The following members were present at this meeting: **34**. The following members were not present: **21**. **No one** was a guest at this meeting.

The Meeting Minutes are as follows (additional sheets are attached as necessary):

President Sally Sue called the meeting to order by ringing the Key Club bell. Secretary Joe Smith led the Key Club pledge and American pledge.

President Sally Sue brought up the important topic of DCON fundraising. She suggested having a bake sale at the local supermarket called Quick Foods. Quick Foods has agreed to let the club have the bake sale, therefore we just need 4 volunteers a shift to work. The shift will be 2 hours each and we will have the bake sale from 10-3 on Saturday April 21st. She urged people to sign up for this great event.

Vice President Victor Bowen brought up a service project that helps the Governor's project of Children's Miracle Network. Awesome Key Club will raise money through having a community wide carnival for all to enjoy. The carnival will be held on May 1st from 8 in the morning till midnight. The community wide carnival needs many workers so the Awesome Kiwanis Club has decided to help support our club in its endeavors. There will be more details to come on the carnival idea and there will also be a sign up sheet in about a week for the project.

President Sally Sue discussed helped the Children's Miracle Network further through "Happy Mail". Members will write letters of excitement and encouragement to the children in hospitals and mail it to them. The letters are a small gesture to show kids how much they are loved and supported by others. The program will start on April 18th after school at 3:30 and extend until April 27th. She added she hoped many letters were able to get out to the kids to help give them strength.

President Sally Sue mentioned a social coming up for the month of April. She said there would be a social on Friday, April 27th from 6-8. The social will be a movie night. All the members were encouraged to bring drinks and food although pizza will be provided. The movie night will be held at Awesome High School in the gym. Everyone is invited to come and bring friends.

Vice President Victor Bowen encouraged members to attend the officer induction/ awards ceremony. The event will be held at Awesome Café on April 28th starting at 7 pm. The event will be a great time to hang out and a great way to celebrate the past Key Club year and the dedication of the Key Club officers. Cake will be provided to all guests as well as refreshments. There will also be many guests attending such as the Key Club District Secretary, Awesome Kiwanis Club President, and the Regional Advisor. Everyone is invited to attend!

President Sally Sue called on the Awesome Key Club sponsor Andrea Smith to discuss the success of the clothes drive.

Awesome Key Club sponsor Andrea Smith discussed the successful clothes drive and the large donation of over 2,000 items of clothing that were collected over the course of a month. The clothes

were collected from all high school students. The clothes were given to needy people around the town and community.

President Sally Sue then reviewed over what was discussed and told members to sign up for projects. She then adjourned the meeting.

Tips:

- With minutes the more detailed and precise it is the better.
- It needs to go step by step through the meeting
- Even ice breakers need discussed
- Minutes need done for both board and regular meetings
- Make sure to type the minutes and provide accurate information at the top space
- Make sure to have a signature at the bottom not a typed name

Submitted By: Joe Smith on 5-1