I. Call to order: The meeting was called to order by (Presiding Club Officer’s name) at 3:00pm.

II. Attendance: (List names of all members that were present)

III. Approval of Minutes – A motion was made by (Member’s name) to approve the minutes of the July 1, 2015 meeting. Motion seconded by (Member’s name). The motion passed 13-5-1 (in favor-opposed-abstained).

IV. Old Business:

[List any business that was left over from the previous meeting and any decisions or motions made to those items.]

V. New Business:

1. Holiday Party – The Club approved the spending of $(amount). Motion: (Member’s name) moves that we spend $(amount) for supplies for the party. Motion is seconded by (Member’s name). Vote: 8 in favor; 3 opposed; the motion carries.

2. A motion was made by (Member’s name) to encumber $(amount) for refreshments for the next GSA meeting scheduled for August 1, 2015. Motion was seconded by (Member’s name). Vote: 10 in favor; 1 opposed; the motion carries.

3. The club approved conference funding for the following students (amount for presenters and amount for attendees.)

[List the names of students, the specific amount of funding approved, and the name and dates of the conference.]

Vote: Unanimously in favor; the motion carries.

VI. Adjournment at 4:00pm.

Respectfully submitted,

(Officers signature)

(Print name)