

KEY SOLUTIONS

KEY CLUB MEMBERSHIP RESOURCES

Club Meeting Minutes

The Key Club of _____ met on _____ (date).

The meeting was called to order by _____

The members in attendance are noted on the Official Member Attendance Record.

The following guests were also in attendance: _____

Business

Roll Call

Announcements

Meetings

Projects

New Member Information

Report of Board Action

Committee Chair Reports

Member Recognition

- Awards Received
- Newspaper Publicity
- Birthdays
- Club Achievements

Presentations

- Perfect Attendance
- Member of the Week/Month

Member Education Program

Closing Comments

Adjournment

a Kiwanis-family member

keyclub.org

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