



**Vermont  
4-H**

# **SECRETARY'S RECORD**

Your Name \_\_\_\_\_

Club Name \_\_\_\_\_

Leader's Name \_\_\_\_\_

University of Vermont Extension  
C50-67



### **Club Secretary's Duties:**

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1. Keep the records of all club meetings in this book.
2. Read the records of meetings when asked to do so by club president.
3. Keep the roll of members and attendance record.
4. Work with news reporter and leader to send a report of all business and project meetings to designated Extension Office.
5. Conduct the meeting if both president and vice president are absent.
6. Read letters to the club, and handle correspondence unless club elects a corresponding secretary.

### **Project Group Secretary's Duties:**

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It is suggested that each project group elect a secretary to:

1. Keep a record of what is done at each project meeting.
2. Record attendance at each project meeting.
3. Give a report of each meeting to the club secretary and/or the organizational leader.









## Report of the 4-H Club Meeting

The Mountain Top 4-H Club of Eden  
(name) (town)  
met at Mrs. Smith's on Nov. 6, 2000 at 6:00 p.m.  
(place) (month, day, year) (hour)  
10 members and 2 visitors were present. 1 members were  
(number) (number) (number)  
absent. The meeting was called to order by President Joan Hill.  
(name)  
The 4-H Pledge was led by John Smith and the Pledge of Allegiance was led by  
(name)  
Hayley Brown. The secretary's report was read by Bill Adams.  
(name) (name)  
The treasurer Jenny Allen reported that since the last meeting, \$ \$20.00  
(name)  
was received, \$ \$7.00 was spent, leaving a balance of \$ \$65.00. Others leading  
were: Roll Call Jeremy Stevens, Song Samantha Frost,  
(name) (name)  
News Mike Adams, Health Susan Marley.  
(name) (name)

### Old and New Business (Committee Reports, Motions, Action taken):

Jeff Alexander, chair of the committee to study the cost of painting the village park fence, reported supplies would cost \$20. The motion was made by Sara Hill and seconded by Mary Powers, that Jeff be given \$20 to buy the supplies. The motion was passed. After some discussion it was decided to meet November 20 at 4:00 p.m. to start painting the fence.

The motion was made by Brittany Allen and seconded by Megan Stearns, that we have a food sale December 9. After discussion the motion was voted on and lost.

**Talks, Demonstrations, or Activities at this meeting:**

(Project, community service, health, and recreation activities, etc.)

Joan Smith showed us how to make winter bird feeders.

Brittany Allen gave a talk on care of the teeth.

**Club, Project, or Community Service Activities since the last meeting:**

All of the club members attended the officer training at the Extension Office.

A meal was prepared for the Ronald MacDonald House.

**Project Meetings held since last meeting:**

Project <u>Horse</u>	Attendance <u>5</u>	Project <u>Breads</u>	Attendance <u>4</u>
Project <u>Clothing</u>	Attendance <u>8</u>	Project _____	Attendance _____
Project <u>Photography</u>	Attendance <u>6</u>	Project _____	Attendance _____

**Plans for the next meeting:**

The next meeting will be December 5 at 6:00 p.m. at Joan Hill's.

Megan Stearns will tell us about her trip to National 4-H Congress.

Peter Johnson will show us how to take pictures with a digital camera.

Matt Logan  
Club Secretary

### **4-H Motto**

“To make the best better”

### **4-H Pledge**

I pledge  
my head to clearer thinking,  
my heart to greater loyalty,  
my hands to larger service, and  
my health to better living, for  
my club,  
my community,  
my country, and  
my world.

### **4-H Colors**

Green and White

