The FCCLA meeting was called to order by the president, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

The president led the members in the reading of the creed.

The secretary called roll. #\_\_\_\_\_\_\_\_\_ members were in attendance.

The secretary report was read and approved (or corrected).

The treasurer reported that there was $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the account and # \_\_\_\_\_\_\_\_ members of FCCLA in our class.

The old business: (use the back or notebook paper if needed)

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The new business: (use the back or notebook paper if needed)

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The students who provided refreshments were: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A motion was made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to adjourn the meeting.

Motion was seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

Respectfully submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (secretary).