

**Eden Prairie Women of Today
General Meeting Minutes Template**

Date: _____

Location: St. Andrew's Church

Attendees:

Members:

Guests:

Call to order was at _____ [time] by _____ [name].

Pledge of Allegiance was led by _____ [name].

US Women of Today creed was led by _____ [name].

Pass the Prize word was _____ and the prize was provided by _____ [name].

Icebreaker was provided by _____ [name].

Icebreaker Question:

Birthdays Recognized: _____ [name(s)]

Officer Reports

President – _____ [name]

State Delegate – _____ [name]

Membership – _____ [name]

Treasurers Report – _____ [name]

Current Balance is:

Secretary – _____ [name]

Previous meeting minutes were _____ [approved or not approved]

(note any changes to the previous minutes if applicable)

PALS – _____ [name]

Parliamentarian – _____ [name]

External Programming

Projects should include:

- 1. Short Description of Project**
- 2. Attendees**
- 3. Amount Raised (if applicable)**
- 4. Programming Area**
- 5. Hours (length of program, if applicable)**

Girl Scouts – _____ [name]

Youth and Community – _____ [name]

Civic Awareness – _____ [name]

March of Dimes - _____ [name]

Kidney Disease – _____ [name]

People with Developmental Challenges – _____ [name]

U.S.W.T. Priority Area – Autism

Internal Programming

Projects should include:

- 1. Short Description of Project**
- 2. Attendees**
- 3. Amount Raised (if applicable)**

4. Programming Area

5. Hours (length of program, if applicable)

STEP – _____ [name]

Certifications this month:

PR – _____ [name]

Newsletter – _____ [name]

Newsletter articles due:

RAVE – _____ [name]

Ways and Means – _____ [name]

Personal Enrichment - _____ [name]

Certifications this month:

Focus on Women - _____ [name]

Certifications this month:

Chaplain and Family Involvement – _____ [name]

Certifications this month:

Good and Wellness

New Business

The Minnesota Women of Today Creed was led by _____ [name]

The meeting was adjourned at _____[time]

Secretary – _____ [name]