

Remember to include any speakers and the subject of his/her presentation.
BE DETAILED!!

MINUTES REPORT FORM

for the Texas-Oklahoma District of Key Club International

Be sure to include any motions made during the meeting. Also, include committee reports.

The Key Club of **Allen** High School met on **August 17th** at **3:55 PM** at **Allen High School, Mrs. Crank's room;**

Meghna Paul is the meeting Chairperson, **Shree Ganesh** is the meeting Secretary, and the Adult Advisor present is **Nancy Hodson**. The following members were present at this meeting: **9**. The following members were not present: **1**. **0** were guests at this meeting.

The Meeting Minutes are as follows (additional sheets are attached as necessary):

The meeting began with Secretary Shree reading the minutes from the previous meeting. President Meghna made a motion to approve the minutes, Nicole seconded, and the rest of the board approved.

The board moved on to officer reports. Each officer shared their contributions to Key Club since the previous board meeting. President Meghna attended the lift-off, printed flyers, worked on the Introductory meeting slides, and went to Squeegees. Vice President Tariq attended a zoom meeting with the Ecuador tutoring head, went to squeegees, and printed out flyers. Secretary Shree attended the lift-off, hung flyers, and helped print them. Sergeant at Arms Tanya created the service hours forms, attended the lift-off, and hung up flyers. Historian Charlene attended the lift-off. Editor Elias worked on the newsletter, hung flyers, and attended the lift-off. Treasurer Akshay attended the lift-off, contacted a fundraiser place. PR Officer Jenna worked on the Instagram posts, attended the lift-off, and helped hang up flyers. Webmaster Nicole attended lift-off and hung flyers.

President Meghna reminded the board of the upcoming General meeting. She went over the Introductory First General Meeting slides with the rest of the board. She assigned slides to each board member and reminded them to practice their slide prior to the meeting.

Mrs. Crank reminded the board to send the SchoolPay form to Mrs. Hilbig; this will ensure that the dues and t-shirt pay link are accessible for members.

Meghna adjourned the meeting at 5:02 pm. Tariq seconded the motion and the rest of the board approved.

Submitted By:	<i>Shree Ganesh</i>	on	August 22, 2021
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