



Student Activities Council Meeting Date    Time    Meeting Location

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## Roll call

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Roll Call: Names of regular attendees (president, vp, secretary, treasurer, art club rep, SNO rep etc)

Guests: Names of guests (eg. Dan Worden)

Absent: Names of regular attendees who are not present

**Any changes/additions to this agenda?** This is where people can add items to be considered later in the meeting

## Important dates

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## Approval of last meeting's minutes

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Motion to approve the draft minutes from the date Student Activities Council meeting.

- Motion:
- Second:
- Discussion:
- Outcome:

Sample minutes showing approval of the motion:

- Motion: *Suzie Que moved to approve the draft minutes from the date Student Activities Council meeting.*
- Second: *George Jungler*
- Discussion: *No further discussion*
- Outcome: Motion passed unanimously

Alternative sample minutes showing approval of a motion:

SuzieQue moved, George Jungler seconded, to approve the draft minutes from the date Student Activities Council meeting. Without further discussion, the motion carried unanimously.

## Treasurer's report

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### Open issues

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College Daze planning committee report

Discussion: *Short synopsis of relevant points. No need to name people or quote them.*

**Action:** *What is to be done, who is to do it, when is it to be complete?*

### New Business

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*Name the topic of discussion here. If someone is requesting funds, it is helpful to write a motion in the agenda. The council can amend the motion if they wish.*

- Review of proposal including budget and all supporting documents
- Motion: *Write the motion here if it is not listed above. Also name the member who made the motion*
- Second: *Name the person who seconded the motion*
- Discussion: *Short synopsis of relevant points. No need to name people or quote them.*
- Outcome: *The motion dies for lack of seconder, the motion carries, the motion fails*
- **Action:** *What is to be done, who is to do it, when is it to be complete?*

*Sample minutes*

- Motion: *Suzie Que moved to approve spending not more than \$500 for supplies to build, paint, and install bat boxes on the Bullhead City Campus*
- Second: *George Jungler*
- Discussion: *No further discussion*
- Outcome: *The motion passed unanimously*
- **Action:** *Joe Schmoe will recruit members of a subcommittee to build bat boxes and report their progress at the next SAC meeting*

### Club Reports

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Art Club

Air conditioning replacement project upcoming

- Working on Photo Contest. Entries due by June 1
- Taking over the foundation's Art Sale in November

Skeleton Crew

- Staffing volunteers for meat Bingo.
- Planning pinning ceremony

## Roundtable

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Next meeting	Date	Time	Location
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