Roll call

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

Approval of last meeting’s minutes

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

Open issues

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

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

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
<table>
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<tr>
<th>Next meeting</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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