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# OREGON 4-H CLUB *Secretary's Book*

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## DISCARD

Name of club ..... Club No. ....

School or community ..... County .....

Project ..... Date organized ..... 19.....

Club leader ..... Address ..... Phone.....

Junior or  
Co-leader ..... Address ..... Phone.....

Junior or  
Co-leader ..... Address ..... Phone.....

Secretary ..... Address .....



## MINUTES

### Outline for minutes:

Name of club; called to order by \_\_\_\_\_, (office held); at (time, date, and place); \_\_\_\_\_ members and \_\_\_\_\_ visitors were present. The visitors were \_\_\_\_\_

Business conducted; project work done; activities—demonstrations, judging, talks, recreation.

Plans for next meeting.

### Sample minutes for a livestock club:

*The Oregon Trail Livestock Club met at Sharon Shannon's home Saturday afternoon, July 17, 1965. First we hiked to Shannon's pasture where we saw Sharon's and her father's Shropshire sheep. Sharon told us about each of her ewes and their lambs. She has three ewes and five lambs. Mr. Shannon told us about the pasture and showed us how to identify rye grass, orchard grass, and tall fescue. He also told us about liver flukes, their life cycle and control.*

*We had our meeting in the shade of a big maple tree by the creek. George presided. For roll call topic we had to name a kind of grass or a weed. Fourteen members and one visitor, Mr. Shannon, were present.*

*Mr. Jones told us about a county livestock tour that we could attend and take sleeping bags and sleep out of doors. It will cost \$4.00 each for food and transportation. We will see a big dairy, a hog farm with a new kind of hog house, and go swimming. We must call him tonight after we get home if we can attend.*

*Lyle and Susan demonstrated how to make a sheep halter. Bill, our junior leader, told us how to figure pasture cost in our records and to bring our record books to the next meeting.*

*Back at the house Mrs. Shannon and Sharon served punch and cookies.*

*The next meeting will be at Smith's on July 31 at 7:00 p.m.*

### Sample minutes for a clothing club:

*Our first meeting of the new club year was held at Mary Martin's home at 7:00 p.m., October 8. All eight old members and two new girls were present.*

*Susie Smith and Debby Duncan led the pledges.*

*Mrs. Jones, our leader, told us about the next phase of the clothing project. We will all take Phase 3 except Laura and Joan who will take Phase 2 first, then Phase 3 so they can be up with us next year.*

*We elected officers by Chinese vote. We hid our eyes on our arms and lifted our hands when we wanted to vote. Mrs. Jones counted the votes for president, then Cheri counted the rest.*

*Our new officers are: Cheri Wallace—president, Debby Duncan—vice-president, Mary Martin—secretary, Susie Smith—song leader and Carla Cummings—game leader.*

*We filled out an enrollment blank. Mary will print a copy for the County 4-H Office we can have our project bulletins for next meeting.*

*We decided to meet at 7:00 p.m. on the first and third Thursday of each month. The next meeting will be at Carla's.*

*Mary served cookies and punch, then we sang 4-H songs. Meeting adjourned.*

