**Minutes of [Club Name] Regular Meeting**[Month, Day, Year]

The club membership convened on [Month Day, Year], with presiding officer presiding. Members present were: Vice President Education, Vice President Membership, Vice President Public Relations, Secretary, Treasurer, Sergeant at Arms, member names. Members absent were: member names.

1. Minutes of the previous regular meeting were reviewed and approved.
2. Members with meeting roles were introduced:
* Toastmaster of the Day: [Member Name].
* Table Topicsmaster: [Member Name].
* General Evaluator: [Member Name].
* Evaluators: [Member Name].
* Grammarian: [Member Name].
* Ah-Counter: [Member Name].
* Timer: [Member Name].
* [Club specific meeting roles]: [Member Name].
1. Prepared speeches were presented:
* [Member Name] – Speech Title, Project Number.
* [Member Name] – Speech Title, Project Number.
* [Member Name] – Speech Title, Project Number.
1. Table Topics® questions were presented:
* [Member Name] answered the question, “Question?”
* [Member Name] answered the question, “Question?”
* [Member Name] answered the question, “Question?”
1. Evaluations were presented:
* [Member Name] evaluated the speech from [Member Name].
* [Member Name] evaluated the speech from [Member Name].
* [Member Name] evaluated the speech from [Member Name].
1. Reports from members with meeting roles were provided:
* Timer: Key comments.
* Ah-counter: Key comments.
* Grammarian: Key comments.
* General Evaluator: Key comments.
1. Club awards were presented:
* Best Evaluator: [Member Name].
* Best Table Topics: [Member Name].
* Best Speaker: [Member Name].
* Club Specific Awards: [Member Name].
1. Reports from club officers and committees were provided:
* Officers
* Standing committees
* Special committees
1. Unfinished and new items of club business were discussed from the floor:
* [Member Name] moved that “exact words after amendments.” The motion was adopted.
* [Member Name] moved that “exact words after amendments.” The motion was lost.

Meeting adjourned at [Time].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary Date