

SUGGESTED FORMAT FOR BBRC MEETING MINUTES

Thursday – Current Date

**Barrington Breakfast Rotary Club
111 Grille at The Ice House - Barrington**

GUESTS:	List Name and Affiliation of each Guest
BRAG BUCKS:	Name and what he/she bragged about (There may be as many as 6 to 8 ...)
ANNOUNCEMENTS:	Name reminded us... Name announced that... Name asked that we...
FUNDRAISER UPDATE:	Who is doing what... Who needs/requested... Who made what commitment... Who signed up to assist...
PRESENTATION:	Name/Affiliation of Presenter; Brief description of what our featured speaker talked about. Highlights and contact information (website, email address, telephone numbers) as appropriate
FUN & FROLICS:	Name led us in a round of calisthenics that... OR Name stumped most of us by quizzing us... OR Name got lots of laughs as she described...
RAFFLE:	Name won the \$10.00 draw. Name did (didn't) win \$_____ : found (couldn't find) the one white marble hiding amongst _____others
NEXT MEETING:	Date / Location Presenter / Topic Club Duties (Please refer to most current <i>BBRC Duty Roster</i>): Set Up / Take Down / Greeter: Invocation: Meeting Minutes: Fun & Frolics:
FINAL ANNOUNCEMENTS/ REMINDERS:	Could be Anything...

These Meeting Minutes can also be found on www.clubrunner.ca/barringtonbreakfast - Log in and click on "**View Club Documents**"
date and your Name

***** **DISTRIBUTION** *****

Email the Meeting Minutes to BBRC Members by going to
www.clubrunner.ca/barringtonbreakfast/ - and using Email Message Center
Once he receives the Meeting Minutes, our webmaster will post the Meeting Minutes on the website