*Paragraph style minutes are easier to read when they are first produced, but it’s much harder to find the actions taken when researching several years later. One technique for finding phrases at a later date might be to bold and underline them. These minutes were prepared using a priority agenda template.*

**Local Club or Organization**

**Minutes**

**Regular meeting March 1, 2017**

The regular meeting of the LCO was **called to order** by President Nancy Norcross at 7:00pm on March 1, 2017, a quorum being present. Mary Margin, secretary, was present to record the minutes.

1. Treasurer Dan Denim moved to **amend LCO Bylaws** Article III, Section 2 by striking $50 and inserting $75. The motion was adopted by the required two-thirds vote.

2. The following were nominated to serve on the **nominating committee**: Karen Conway, Greg Garrett, Anne Marie Anderson, Betty Bradley, and Marie Morgan. Karen Conway received 35 votes, Greg Garrett received 23 votes, Anne Marie Anderson received 41 votes, Betty Bradley received 32 votes, and Marie Morgan received 37 votes. The following were elected: Anne Marie Anderson, (chair), Marie Morgan and Karen Conway.

3. Ted Tanly moved to **purchase a tablet computer for the secretary.** The motion was carried following a voice vote.

4. The following members were appointed to the **banquet planning committee**: Terry Carmody, Mary Jo Swanson, Suzi Lincoln, and Frank Manning.

5. President Norcross appointed the following members to serve on a **special committee for the annual fundraiser auction**: Sharon Peterson, Jennifer Carter, Nicholas Graves, Jeremy Hogue and Ted Andrews.

6. Terry Carmody moved to set the **annual banquet date** as September 16, 2017 at the Colonial Country Club. The motion was adopted by general consent.

7. Terry Carmody moved to set “Starlight Serenade” as the **banquet theme**. After other suggestions were voted on by filling blanks, “September Sizzle” was chosen.

*(Continue the minutes with the remaining agenda items)*