

# SAMPLE MEETING MINUTES

## ABC High School HOSA Meeting Minutes

### Call to Order

President Miranda Stefan called the meeting to order at 9:03 a.m. The ABC High School HOSA meeting was held on October 12<sup>th</sup>, 2013 during 2<sup>nd</sup> period in Room 231.

### Roll Call

A sign-up sheet was sent around the room for attendance and is attached to these minutes.

### Minutes

Damaris Simental presented the minutes from the September 12<sup>th</sup> meeting by handing out copies to all students. There were no changes to the minutes. Lissie Bloom moved to accept the minutes as presented, Jocy Moreno-Morales seconded. The motion to accept the minutes passed.

### Financial Report

Kellen Levi, Vice President of Finance, presented the financial report. We have \$20 in the HOSA account. If we want to order cookies at the next meeting, we will need people to either bring money in to purchase the cookies or bring the cookies in themselves.

### Officer Reports

President Miranda said she's been working with the school Homecoming committee to have a HOSA face-painting booth at the football game. We will need volunteers to paint faces. A sign-up sheet was passed around.

Secretary Damaris has written two thank you notes for the class to sign. The thank you notes were for the guest speakers during class last week.

### Committee Reports

Social Activity Committee – the committee has proposed for the class to go to Jimmy John's before the Homecoming football game next week. After discussion, the class voted on the motion and the motion failed.

Community Service – the committee wants the whole school to bring in canned food items before Halloween to give to the local homeless shelter. The class voted on the motion to have a Canned Food Drive. The motion passed. Aileen Jimenez, committee chair, will give an update to the class before October 16<sup>th</sup> on what needs to happen.

Conference – the committee showed the video from the 2013 HOSA State Leadership Conference. There are several competitive events and workshops at this conference. The

committee talked about the competitive events and said there would be a sign-up for these events at the November meeting. The cost of the conference is \$115 per person.

#### Unfinished Business

None.

#### New Business

None.

#### Announcements

- Remember the guest speaker we have next Monday on interviewing. Dress in your best business interview styles.
- Remember to complete Chapter 12 Review questions to turn in to Mrs. Jones on Tuesday.
- Remember to sign-up to volunteer at the Face Painting booth at Homecoming.

Minutes Submitted by:

Damaris

ABC High School HOSA Secretary