



Club Meeting Visit Report

*Please complete after every club visit with copies to
the Zone Chair, Region Chair & VDG/MERLOW Chair*

Your Name & Title

Report Date

Club Name:

Members:

Attending:

Meeting Date:

Visit: (circle one) 1st 2nd Additional

	Yes	No	Quality 1 (poor) -5 (excellent)
Did the meeting start on time?			
Did the meeting end at a reasonable time?			
Prepared agenda			
Was the agenda followed?			
Prepared minutes			
Financial report			
Committee reports			
Was the meeting well run?			
Did members seem bored?			
Were members enthusiastic?			
Did members participate?			
Was the President comfortable running the meeting?			
Was the President enthusiastic?			
In your opinion did the members feel the meeting was valuable?			
Was the Tail Twister appropriate and active?			
Were new members/guests identified and engaged?			
Do you receive the club newsletter?			

Areas for Improvement / Comments: