



Club Meeting Visit Report

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

Your Name & Title

Report Date

Club Name

Members

Attending

Meeting Date

Visit (check one) 1st 2nd Addition

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

Areas for Improvement / Comments: