

Committee Activity Night Minutes Form

(Minutes must be transferred to official pre-numbered pages in Chapter Minutes Book)

Total Attendance _____

The meeting was called to order at _____ p.m. on _____ 20____, by _____

All Officers were present except _____

(Appointed Officers and Chairmen attendance should be recorded silently on the Record of Attendance page in the Chapter Minutes Book)

Officer Pro-tems were:

New Members in attendance were: _____

Chairman _____ introduced her committee. There were _____ committee members present. Chairman _____ gave a resumé of her committee and reported that they plan to hold a

_____ from _____ through _____ as their fundraising project. Chairman _____ presented a check for \$ _____ for the Women of the Moose Scholarship and Maintenance Fund and \$ _____ for the (*Mooseheart or Moosehaven*) Special Project

_____.

Applications for membership balloted upon were:

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

The vote was favorable (unfavorable).

Expenditures totaled \$ _____. Receipts collected and deposited were \$ _____. The amount of \$ _____ was reported as the amount in the checking account and \$ _____ in savings for the current actual cash balance of \$ _____.

Attach report of Financial Verification – Sales by Item summary or Deposit Detail and Check Detail from QuickBooks.

Minutes of the Second meeting of the month held on _____ were read. There were no additions or corrections, so they stand approved as read.

The Senior Regent made the following announcements:

All co-workers were invited to remain for refreshments during the social hour.

The meeting adjourned at _____ p.m.

The _____ skit or _____ game followed adjournment.