

**The Board Of Officers Minutes Form**

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

The Board of Officers meeting was held on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m. The meeting was called to order by \_\_\_\_\_, \_\_\_\_\_. All officers were present except \_\_\_\_\_. The Board recommends the following proposals:

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to any expenses above to be incurred by the \_\_\_\_\_ Committee, proceeds from the Committee Fundraising Project will be used as follows: \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund and \$\_\_\_\_\_ for the \_\_\_\_\_ project assigned to the \_\_\_\_\_ Committee. The remainder will be placed in the General Fund of the Chapter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board recommends payment of the following bills:

- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_
- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_
- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_
- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Meeting adjourned at \_\_\_\_\_ p.m.