

Second Meeting Of The Month 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: _____

Applications for membership balloted upon were:

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

Also balloted on was a transfer-in of _____ from _____ Chapter.

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 _____ and the _____ Chapter Night held on _____ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers meeting held on _____ were read. Proposals # _____ and # _____ were discussed. The Board's recommendation on the _____ portion of # _____ which referred to _____, was referred back to the Board for further consideration.

