

Second Meeting Minutes Form (Minutes must be transferred to pre-numbered pages in Chapter Minutes Book)

Total Attendance _____

The meeting was called to order at _____ on _____ 201_, by _____, _____. All Officers, Appointed Officers, and Chairman were present except _____. New Members in attendance were _____

Applications balloted upon and enrolled were:

_____ sponsor _____
_____ sponsor _____
_____ sponsor _____
_____ sponsor _____
_____ sponsor _____
_____ sponsor _____
_____ sponsor _____

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

Reinstatements _____

The vote was favorable.

Receipts and deposits in the amount of \$ _____ were reported by the Recorder and verified by the Secretary/Treasurer.

Receipts reported were \$ _____ Chapter dues; \$ _____ application fees; \$ _____ Endowment Fund; \$ _____ for _____; \$ _____ for _____; \$ _____ for _____. \$ _____ in Centralized Dues deposits was also reported. (see attached Sales by Item Summary Report or Receipts/Expenditures Report)

Expenditures were \$ _____, which included the following: \$ _____ for _____ \$ _____ for _____

\$ _____ for _____ \$ _____
for _____. (see attached Check Detail or
Receipts/Expenditures Report)

The amount of \$ _____ was reported as the amount in the checking account
and \$ _____ in savings and \$ _____ in other accounts for
the current actual cash balance of \$ _____.

Minutes of the previous meeting held on _____ and the
_____ meeting held on _____ were read.

Corrections? _____
_____.

They were approved as read/corrected.

Old Business: _____

New Business: _____

Announcements: _____

Meeting adjourned at _____ PM.