

**Committee Activity Night Minutes Form (Minutes must be transferred to pre-numbered pages in Chapter Minutes Book)**

Total Attendance \_\_\_\_\_

The meeting was called to order at \_\_\_\_\_ on \_\_\_\_\_ 2008, by \_\_\_\_\_, \_\_\_\_\_. All Officers, Appointed Officers, and Chairman were present except \_\_\_\_\_. New Members in attendance were \_\_\_\_\_

Chairman \_\_\_\_\_ introduced her committee. There were \_\_\_\_\_ committee members present. Chairman \_\_\_\_\_ gave a resume of her committee and reported that they plan to hold/held a \_\_\_\_\_ as their fund raising project. Chairman \_\_\_\_\_ presented a check for \$\_\_\_\_\_ for the WOTM Scholarship and Maintenance Fund and a check for \$\_\_\_\_\_ for the Committee Special Project \_\_\_\_\_.

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.

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

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.