

**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 \_\_\_\_\_ 20\_\_, by \_\_\_\_\_,

All Officers were present except \_\_\_\_\_.

Officer Pro-tems were: \_\_\_\_\_.

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 a \_\_\_\_\_ from \_\_\_\_\_ through \_\_\_\_\_ as their fund raising project. Chairman \_\_\_\_\_ presented a check for \$ \_\_\_\_\_ for the WOTM Scholarship and Maintenance Fund and a check for \$ \_\_\_\_\_ for the (*Mooseheart or Moosehaven*) Special Project \_\_\_\_\_.

Applications balloted upon and enrolled were:

- \_\_\_\_\_ sponsor \_\_\_\_\_
- \_\_\_\_\_ sponsor \_\_\_\_\_
- \_\_\_\_\_ sponsor \_\_\_\_\_
- \_\_\_\_\_ sponsor \_\_\_\_\_

The vote was favorable (unfavorable).

Expenditures totaled \$ \_\_\_\_\_. Receipts collected and deposited were \$ \_\_\_\_\_. Current actual cash balance is \$ \_\_\_\_\_.

Minutes of the previous meeting held on \_\_\_\_\_ and the \_\_\_\_\_ meeting held on \_\_\_\_\_ were read.

Corrections? \_\_\_\_\_

They were approved as read/corrected.

Announcements: \_\_\_\_\_

All coworkers were invited to remain for refreshments during the social hour.

Meeting adjourned at \_\_\_\_\_