

Second meeting of the month 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 _____.
(Appointed Officers and Chairman 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 balloted upon and enrolled were:

_____ sponsor _____

_____ sponsor _____

_____ sponsor _____

_____ sponsor _____

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

The vote was favorable (unfavorable).

Expenditures totaled \$ _____. Receipts collected and deposited were \$ _____.

Current actual cash balance is \$ _____.

Minutes of the Second meeting held on _____ and the _____
Committee Activity 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.

A motion was made by _____ to accept the minutes (as corrected or read) and
seconded by _____. The motion was carried by a majority show of hands.

The following reports were read: _____

Old Business: _____

New Business: _____

The Senior Regent made the following announcements:

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

Meeting adjourned at _____