The Board of Officers' Minutes Form

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

The Board of Officers' Meeting was held on _____, 20___ at _____PM. The meeting was called to order by _____, _____. All officers were present except _____. The Board recommends the following proposals:

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In addition to any expenses above to be incurred by the _____Committee, proceeds from the Committee Fund Raising Project will be used as follows: $_____ for the WOTM Scholarship and Maintenance Fund and $_____for the _____ project assigned to the _____Committee. The remainder will be placed in the General Fund of the chapter.

_____

_____

_____

The Board recommends payment of the following bills:

_____in the amount of $_____

_____in the amount of $_____

_____in the amount of $_____

_____in the amount of $_____

Meeting adjourned at _____