

The Board of Officers Minutes Form

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

The Board of Officers meeting was held on _____, 20____ at _____ p.m. The meeting was called to order by _____, _____ by _____. All officers were present except _____. The Board recommends the following proposals:

- 1. _____

- 2. _____

- 3. _____

- 4. _____

In addition to any expenses above to be incurred by the _____ Committee, proceeds from the Committee Fundraising Project will be used as follows: \$_____ for the Women of the Moose 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 _____ p.m.