

Chapter Meeting Minutes Form

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

Total Attendance _____

The meeting was called to order at _____ p.m. on _____ 20____, by _____

All Officers were present except _____

(Appointed Officer and Chairmen 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: _____

Chairman _____ introduced her committee. There were _____ committee members present. Chairman _____ gave a resumé of her committee and reported that they plan to hold a

_____ from _____ through _____ as their fundraising project. Chairman _____ presented a check for \$ _____ for the Women of the Moose Scholarship and Maintenance Fund and \$ _____ for the (Mooseheart or Moosehaven) Special Project _____.

Applications for membership voted upon were:

- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____

The vote was favorable (unfavorable).

Expenditures totaled \$____. Receipts collected and deposited were \$____. The amount of \$ _____ was reported as the amount in the checking account and \$ _____ in savings for the current actual cash balance of \$ _____.

Attach report of Financial Verification – Sales by Item summary or Deposit Detail and Check Detail from QuickBooks.

Minutes of the Chapter meeting 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. Proposals # _____ and # _____ were discussed. The Board’s recommendation on the _____ portion of # _____ which referred to _____, was referred back to the Board for further consideration.

Chapter Meeting Minutes Form (cont.)

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

The following reports were read: _____

The Senior Regent made the following announcements:

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

The meeting adjourned at _____ p.m.

The _____ skit or _____ game followed adjournment.