

Date: _____
Meeting type: _____

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 _____, by _____.

All Elected Officers were present except: _____

Pro tems were: _____.

New Members in attendance were: _____.

Pro tem Chairman _____ introduced her committee. **There were** _____ committee members present. She gave a resume of her committee and reported that they plan **to hold** _____ as their fundraising project. She presented checks for \$ _____ for the WOTM Scholarship & Maintenance Fund, and \$ _____ for the (**Mooseheart or Moosehaven**) Special Project.

Charter Draping / Election(s)/ Installation(s)

Applications for membership balloted upon were:

_____, sponsor _____
_____, sponsor _____
_____, sponsor _____

Also balloted upon was a transfer-in of _____ from _____ Chapter.
By show of hands, the vote was ____ / ____.

Endowment fund of \$ _____ was collected by _____ and verified by _____.

Receipts and deposits in the amount of \$ _____ were reported by the Recorder and verified by the Sec/Tr. Receipts and Expenditures were:

RECEIPTS

EXPENDITURES

Description	Amount \$	Description	Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The amount of \$ _____ was reported as the amount in the checking account and \$

_____ in savings and \$ _____ in other accounts for the **current actual cash balance of \$**_____.

The Audit Committee found the Recorder's records to be (True & accurate/ or Off & A big old mess)

(1st meeting) Minutes of the Mtg held on _____ were read. There (were no / (were) additions or corrections, so they stand approved (as read/ or corrected).

(2nd meeting) Minutes of the Mtg held on _____ were read. There (were no / (were) additions or corrections, so they stand approved (as read/ or corrected).

Minutes of the Board of Officers Mtg held on _____ were read. Proposals _____ & _____ & _____ were discussed and referred back to the board for further consideration. There (were no / were) additions or corrections, so they stand approved (as read/ or revised).

A motion was made by _____ to accept the minutes (as read or corrected) and seconded by _____.

(motion carried / motion rejected)

The following reports were read:

Old business _____

New
Business _____

Correspondence read by Sec/ Tr. _____ was discussed.

Senior Regent made the following announcements.

All co-workers were invited to remain for _____ during the social hour.

The meeting adjourned at __:__ PM / AM.

The _____ skit or _____ game followed adjournment.