



Chapter's Name
Date

Minutes of Meeting

Location: Meeting location

Board Officers: Chapter Officers Name's Present

Board Members: Chapter Board Member Name's Present

Special Guest: Special Guest Names

Item #1: Call to order:

Item # 2: Adoption of Agenda:

Item # 3: Reading and approval of the Minutes:

Item # 4: Committee Chairman's Report:

Political Affairs Report:

Membership Report:

Grievance Report:

Special Report:

Item # 5: Unfinished Business:

Item#1:

Item#2:

Item#3:

Item#4:

Item # 6: New Business:

Item#1:

Item#2:

Item#3:

Item#4:

Item # 7: Date of next meeting:

Item # 8: Adjournment:

Chapter Secretary or Chapter Representative Signature