CHAPTER MEETING AGENDA

Date: ____________________

(Chapter Name & number)

1. CALL TO ORDER
   (a.) Thank you to host/hostess _________________________________
   (b.) Welcome and introduction of any special guests, speakers, etc.______________

2. MINUTES OF PREVIOUS MEETING ________________________________
   (Date)
   (a.) To be read by secretary
   (b.) Call for any additions or corrections
   (c.) Adoption of minutes: President declares the minutes will be Accepted as read (or corrected).

3. TREASURER’S REPORT
   (a.) List of receipts and disbursements and balance on hand
   (b.) State: “The Treasurer’s report will be filed for audit”

4. CORRESPONDENCE RECEIVED
   President or Secretary to read; take action if necessary
   (a.) ________________________________
   (b.) ________________________________
   (c.) ________________________________

5. REPORTS FROM CHAIRMEN: Program, Nominating, etc.

6. BUSINESS ARISING FROM THE MINUTES
   (a.) ________________________________
   (b.) ________________________________
   (c.) ________________________________

7. NEW BUSINESS:
   (a.) ________________________________
   (b.) ________________________________
   (c.) ________________________________

8. ANNOUNCEMENTS:
   (a.) Next meeting: ________________________________
   (b.) ________________________________

9. ADJOURN BUSINESS MEETING

10. PROGRAM FOR THE DAY:

Reviewed 2017