

Secretary's Minutes Outline

Meeting of: _____

Date: _____ Location: _____

Hostess(es): _____

Called to order at: _____

Opening ceremonies: _____ by: _____

Roll call: _____

Guests: _____

Minutes: _____

Correspondence: _____

Reports: _____

Treasurer: _____

Officers (executive committee): _____

Committees (standing): _____

Committees (special): _____

Unfinished business: _____

New business: _____

Announcements: _____

Program: _____

Adjournment at: _____