SECRETARY’S MINUTES OUTLINE—with notes

**The Delta Kappa Gamma Society International**

**Minutes of (Chapter name), Ohio (OR Executive Board of …)**

**Date**

**Call to Order** Who called this meeting to order? Time? Location?

**Hostess(es)** Name them. Note any special involvement for this meeting.

**Opening Ceremony**  Who? What?

**Attendance** Get a copy of the list of attendees from the appropriate person such as **and Guests** the hostess; store a copy of this list with the minutes. In some chapters, the secretary keeps track of attendance. In the Minutes, note the number of members and guests. Name guests if appropriate.

**Minutes** A member may move to suspend the reading of Minutes from the previous meeting if they were distributed to everyone before this meeting. Follow motions procedure to suspend the reading.

 Any additions or corrections?

 No motion is needed to approve the minutes. The president states: “The minutes are approved as written”, or “The minutes are approved as corrected.”

**Correspondence** The secretary reads or summarizes any correspondence received by the chapter since the previous meeting.

**Treasurer’s Report** The treasurer gives the amounts in chapter accounts and other pertinent financial information. She may answer questions. Note any corrections.

 No motion is needed to approve the treasurer’s report. The president states: “The treasurer’s report will be filed for audit.”

**Reports:**

 **Officers and/or Executive Board**, if appropriate

 **Committees** reporting at this meeting. No need to list committees not reporting.

**Unfinished Business**

**New Business**

**Announcements**

Includenext meeting date, time, location, hostesses, and planned program or activity.

**Adjournment** Who? Time.

**Program** or Activity Identify the presenter and describe the program at the end of the minutes.

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 President signs Recording Secretary signs

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 Date minutes are approved