



MFC MC NATION

CHAPTER NAME

STATE

Chapter Meeting Minutes

Meeting called to order by:

Date:

Time:

Location:

Pledge:

Prayer:

Roll Call

Full Patch Members Present:

Associate Members Present:

Prospects Present:

Hang-Around:

Guest:

Quorum met:

Review & Approval of the Chapter's last month's minutes.

Approval: Once approved, then send it to the National Secretary.

For example: January's chapter minutes will be approved in the February's

Chapter monthly meeting then sent to the National Secretary.

Board Officers Report:

President: National News, Liaison News, Chapter News

Vice President:

Treasurer's Report:

	Beginning Income
+	Deposits
-	Donations
-	Expenses
<hr/>	
=	Ending Balance
	Working capital
-	(ending balance less funds needed for next National Meeting)
<hr/>	
=	Ending Balance
	Working capital
	(ending balance less funds needed for next National Meeting)

Secretary's Report

SGT at Arms Report

Old Business Discussion

New Business Discussion

Chapter Open Forum (open to floor)

Next Club meeting: DATE: TIME: LOCATION:

Time Adjourned:

Secretary's Name

Chapter Name