

Minutes of a Meeting

The record of the proceedings in a regular business meeting is called the "minutes."

An accurate record of a business meeting is essential to insure members' rights. The secretary's minutes should always record what was done at the meeting and what was said. Opinions, favorable or otherwise, should not be recorded.

The first paragraph of the minutes should contain the following items:

- date, time, and place
- kind of meeting—regular or special
- name of person presiding
- name of organization
- name of secretary
- approval of the minutes of the previous meeting

The body of the minutes should contain (with a separate paragraph for each subject):

- all main motions whether adopted or rejected exactly as stated
- names of the members making the motions; the name of the seconder need not be recorded
- all points of order and appeals whether sustained or lost accompanied by the reasons

The last paragraph should include:

- hour of adjournment
- written signature of the secretary; the words "respectfully submitted" should not be used

Treasurer's Report

At each meeting the president may ask for a "treasurer's report." This report may consist of a statement of the cash balance on hand. Such a report requires no action by the assembly but should be placed on file for audit.

A suggested form for a treasurer's report would include the following:

- balance report at the previous meeting
- a list and explanation of receipts/expenses
- the current balance

For further information, consult Robert's Rules of Order Newly Revised.

Sample

Minutes of the Happyland FBLA Chapter

December 4, 20__

The regular meeting of the Happyland FBLA Chapter was called to order at 10:25 a.m., December 4, in Room 777 by President Mary White. The secretary was present. The minutes of the previous meeting were approved as read.

The treasurer reported a new balance of \$781.25. The report was placed on file for audit.

Service committee chair, Lee Gray, reported that the canned items collected at the last meeting were distributed Thanksgiving Day to the selected families.

Sales committee chair, Karen Blue, stated that all items from the sales kit had been received and picked up for delivery by the members.

Jim Green reported on moneys earned while assisting with inventory for Pleasant Company during Professional Week.

The motion to "purchase a camera with chapter funds" was taken from the table. After discussion, the motion passed. A committee of three consisting of Ed Black, Sue Redd, and Lynn Brown was chosen to purchase the camera.

Kathy Tanner moved that "the members make Christmas cards for residents of the Smiling Face Retirement Home." Bob Blackburn moved to amend the motion by adding the words "and fruit baskets" after the word "cards." The motion and amendment passed. All members would assemble in Room 711 next Friday evening at 7:00 p.m. to assemble the baskets and compose the cards using our computers.

The motion "to hold a bake sale on Thursday before the Christmas program" was proposed by Cindy Greene. The motion passed. Members were asked to leave all baked goods in Room 123.

Our advisers, Miss Greatperson and Mr. Niceguy, stated that there were several announcements posted on the bulletin board and in the computer network system and to read them before the end of the week.

The meeting was adjourned at 10:45 a.m.

Jim Candy, Secretary

Sample

FINANCIAL REPORT

FUTURE BUSINESS LEADERS OF AMERICA

Treasurer's Report

December 18, 20__

Balance on hand, December 4, 20__ \$ 781.25

Receipts

Proceeds from bake sale \$ 34.71
Collections from American Fund Raising Kits \$ 3,495.50

Total Receipts \$ 3,530.21

Total Funds Available \$ 4,311.46

Expenditures

Payment for fundraising kits \$ 2,097.30
Supplies for Christmas project for elderly 14.40
Postage 2.00

Total Expenditures \$ 2,113.70

Balance on hand, December 18, 20__ \$ 2,197.76