

BRING: Club Banner & pins, gavel, jar and tickets for 50-50 drawing, sign-in sheet & pen, glasses, invocation. Updated 11/12/23 By President Gene Preston

Chapter 35 Meeting Format for _____

Can be used for Directors Meeting also. Copy of agenda made for the secretary. Is the American flag in place? Put up the chapter banner.

- **CALL MEETING to ORDER. Use gavel.**
- **PLEDGE to FLAG.** Call on someone to lead it.
- **INVOCATION** by Gene.
- President **WELCOMES everyone and thanks all for coming. POINT OUT EXITS.**
- Do we have any **guests** present to be introduced.
- **WE HAVE A FEW ANNOUNCEMENTS:**
 - Remind everyone to sign the **ATTENDANCE SHEET.**
 - Thank all for bringing Pot Luck dishes unless catered.
 - Remind all to get 50/50 tickets from _____.
 - Recognize any past presidents in attendance.
- **PREVIOUS MEETING MINUTES** read by secretary.
Dispense of reading if printed in newsletter.
Motion to accept, second carried.
- **SECRETARY'S REPORT by Sandra.** Is there any **CORRESPONDENCE** sent or received.
- Motion to accept report. second carried.
- **TREASURER'S Financial Report.** By Tom.
Any Questions? **Motion** to accept, **second.** All in favor/ opposed, Carried
- **MEMBERSHIP SECRETARY'S** Report by Dave.
Motion to accept second, carried.

- **COMMITTEE REPORTS.**
FUND DRIVE EVENTS?
- **OLD or UNFINISHED BUSINESS:**
- (Hold new topics for new business)

Issues that cannot be resolved can be **TABLED** for further study and voted on at next meeting.

- **NEW BUSINESS:**

- **GOOD & WELFARE:** Does anyone know of members that are ill or in need of help?
- **NEXT MEETING:** Date: Location:
Directors Mtg at noon, then Lunch followed by Gen Mtg.
- **50/50** ticket drawing. Won By:
- **MOTION FOR ADJOURNMENT:**
Motion to accept second. carried.
- **MEETING ADJOURNED** at: PM.
If displays – thank everyone that brought them.
President wishes everyone a **safe drive home.**
TAKE GROUP PHOTO. TAKE CLUB BANNER DOWN.