

PLEASE DON'T FORGET TO MAKE A COPY OF THIS TEMPLATE, THEN COMPLETE.



Delta Sigma Theta Sorority, Incorporated
Murrieta Temecula Area Alumnae Chapter
DATE @ TIME
COMMITTEE NAME Report

MEETING DATE, TIME, LOCATION (VIDEOCONFERENCE)

MEETING CALLED TO ORDER BY: _____ MEETING START TIME: _____

Present:	
Absent:	
Guest:	

Agenda Meeting Focus (Meeting Summary)

WRITE THE PURPOSE AND DETAILS OF THE MEETING

Strategic Actions

•

Accomplishments to Date

•

Concerns

•

Questions from Committee

•

Recommendation

Is there any action/vote needed by the chapter for a project or event? Yes/No

Committee Budget

Starting Budget, Beginning of Sorority Year: 0.00

Total budget Used to Date: 0.00

Remaining budget as of last report: \$0.00

Program/Event	Expense Type	Amount

Remaining budget as of (insert most recent date): xx/xx/20xx \$0.00

Please send a copy of all reports to: Recording Secretary, Shelly Coleman, mtaacdstrecsec2@gmail.com
President, Kymberly Taylor, mtaacdstpres2@gmail.com
Submit no later than 12 noon on the Saturday before Eboard of each month.