



**DBE: A British and Commonwealth of Nations Women's Organization
Chapter Meeting Minutes Template**

Minutes of _____ Chapter Meeting held on _____

The meeting was called to order by Regent _____ at _____ a.m./p.m..

ROLL CALL: The following members were present:

GUESTS: The following guest(s) were present:

PREVIOUS MINUTES: Minutes were distributed or read with any corrections noted. A motion made by _____ to approve the minutes of the _____ meeting was seconded and approved as presented or corrected.

OFFICER REPORTS

- Regent:

- Vice Regent:

- Recording Secretary:

- Treasurer: The report is as follows:

- Beginning balance as of _____: \$ _____

- Revenue: \$ _____

- Expenses: \$ _____

- Ending balance as of _____: \$ _____

- Motion made by _____ to approve Treasurer's report was seconded and approved as presented.

- Motion to approve expenses made by _____ was seconded and approved as presented.

- Communications Secretary:

REPORTS OF COMMITTEES

- Fundraising Committee

UNFINISHED BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

The following announcements were made:

The next meeting will be: _____

Location: _____

ADJOURNMENT

The meeting adjourned at _____ a.m./p.m..

Reviewed by:

Recording Secretary

Regent

Approval Date