

Secretary Notes

Date _____ Place _____ Time _____

Number Present: Members _____ Parents _____ Visitors _____ Total _____

Called to order by _____

Minutes of last meeting read and approved _____ Corrected _____

Communications read _____

Officer's reports:
Treasurer _____

Reporter _____

Council Member _____

Leader's Reports _____

Report of Standing Committees: _____ Report of Special Committees: _____

Unfinished Business: _____

Ceremony: _____

New Business: _____

Music _____ Health, Safety, Conservation _____
Project Talks _____ Parliamentary Practice _____
Demonstrations _____ Other Program _____
Music Appreciation _____ Recreation _____

Announcements: _____

Refreshments served by _____

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