

SECRETARY NOTES

Date _____ Place _____ Time _____

Number Present: Members _____ Parents _____ Visitors _____ Total _____

Called to order by _____

Roll call was answered by _____

Minutes of last meeting read and approved _____ Corrected _____

Communications read _____

Officers 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 _____ a:Secretary 11/98