



ALUMNAE CHAPTER MEETING MINUTES TEMPLATE

Alumnae Chapter Name:

Date:

Meeting Location:

1. **Call to order:** The meeting was called to order at *(time with time zone)* by *(presiding officer name and title)*.
2. **Roll/attendance:** *List the names of the members in attendance.*
3. **Minutes of the *(Month Date, Year)* meeting:** Approved as recorded or approved with changes.
4. **Announcements**
 - a.
5. **President's report**
 - a.
6. **Vice president's report**
 - a.
7. **Treasurer's report**
 - a.
8. **Additional officer reports, if applicable**
 - a.
9. **Committee reports**
 - a.
10. **Old business**
 - a.
11. **New business**
 - a.
12. **Adjournment:** The meeting was adjourned at *(time with time zone)*.

The next meeting is scheduled for *(Month Day, Year)* at *(time with time zone)* at *(location)*.