

# Recorder Note Taking Worksheet for Minutes

The \_\_\_\_\_ (type) meeting of \_\_\_\_\_ Assembly # \_\_\_\_\_, was opened at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) with Worthy Advisor, \_\_\_\_\_ (name) and Mother Advisor \_\_\_\_\_ (name) seated in the east.

The following guests were present, introduced and given proper honors:

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**Initiation** (if held)

**Roll Call of Officers, Members and Advisory Board:**

Officers present were: \_\_\_\_\_

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Advisory Board Members present were: \_\_\_\_\_

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The minutes of \_\_\_\_\_ were read and approved (the minutes were approved as corrected)

**Communications** were read and placed on file.

**Bills and Receipts** (refer to the white copy of the Bills & Receipts Form and type in minutes)

**Treasurer's Report:** Checking Account Balance \$ \_\_\_\_\_, Savings Account Balance \$ \_\_\_\_\_ as of \_\_\_\_\_ (date)

**Unfinished Business:** \_\_\_\_\_

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**New Business:** \_\_\_\_\_

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**Miscellaneous Business:** \_\_\_\_\_

**Application(s)** were received from: \_\_\_\_\_

**Balloting**

**Good of the Order/Speeches**

The Meeting was closed at \_\_\_\_\_.