

From this outline, the Recorder, in ink, writes her minutes into the Minute Book.

Date: _____

The meeting of _____ Assembly was opened by Worthy Advisor
_____ at _____ o'clock with _____ officers present.

Escort: The following guests were present and escorted to the East for introduction:

(Give names and titles)

Introductions: The following guests were introduced from the sidelines

(Give names and titles)

Initiation: The Degrees of the Order were conferred upon the following:

Call Roll of Officers, Members and Advisory Board

(List those that were absent)

The following offices were filled by substitute officers:

(Give names of substitutes and the offices they held)

Communications: The following communications were read.

Bills: The following AUDITED bills were read and approved.

(Use the recap sheet to read from and enter into the minutes later.)

Receipts: The following receipts were read.

(Use the recap sheet to read from and enter into the minutes later.)

Treasurer’s Report was given by: _____ \$ _____

Unfinished Business:

(Reports of previous or pending activities)

Past visits: _____

New Business:

(Anything that has not been discussed before.)

Visiting (Future Planned Visits): _____

Line Officer Business: _____

Miscellaneous Business:

Sunshine Report/Happy Happenings: _____

Coin March/Birthdays & Anniversaries: _____

Receiving Applications: The following applications were read and referred to the Interview Committee:

Balloting: The following girls were elected to receive the degrees: _____

Good of the Order:

(May be done after Closing.)

Speeches: _____

Special Announcement or Presentations:

Closing: The meeting was closed at _____ o’clock.

Respectfully Submitted by _____
Recorder