***This form is used by Pres, Sec and anyone else who wants to take notes.***

Alpha Delta Kappa / ???? Chapter Meeting Agenda **2020-2022**

Meeting Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hostess\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Welcome—**Pres**
2. If you don’t have a Chaplin—**Each Hostess will do- THOUGHT FOR THE DAY**
3. Roll Call—**, Sec**  **Number Present #\_\_\_\_\_\_\_\_\_** [Member….Full / Limited / Life]

Names of each member can be underlined as present

Initiates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Minutes Approved  **Sec**
2. Correspondence and Courtesy- **Sec**
3. Financial Report-  **Treasurer** Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Executive Board Report—[Pres, Past Pres, Pres Elect, Treasurer]
2. Committee Reports:

 Altruistic

 Budget & Audit **Past Treas.**

 ByLaws

 Pledge/Membership—**Past Pres…**

 Program/Yearbook—**Past Pres…**

 Fraternity Edu + ADK Month +World of Understanding **Chairs**

 Nominating—**Pres.**

 Ways and Means-**Treas.**

Special Committees:

* Pearl—**President**
* **Summit Meeting/ State Meeting**
* **Other**

Historian – if you don’t have one make sure you take pictures to be shared on your Facebook Page or the State Facebook page

1. Unfinished Business—
2. New Business—NEW IDEA—
3. Announcements---