



# FCCLA Secretary's Record

Chapter Name: \_\_\_\_\_ Presiding Officer: \_\_\_\_\_

# of members present: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Opening Ceremony:  YES  NO Quorum present:  YES  NO

Minutes of the previous meeting were read:  YES  NO Approved:  YES  NO

Corrections:  YES  NO Notes: \_\_\_\_\_

Treasurer's Report:  YES  NO Attached:  Filed for audit:  YES  NO Balance on hand \_\_\_\_\_

**Reports, Motions, Etc.**

**Motion by**

**Second**

**Results, Actions**

**Committee Reports** Written reports attached

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## Unfinished Business

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## New Business

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Meeting adjourned at: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Closing Ceremony:  YES  NO Position held: \_\_\_\_\_