

## FCCLA Secretary's Record

Chapter Name:	Presiding Officer:			
# of members present:	Date:	Time:	Plac	ee:
Opening Ceremony:   YES	□ NO Quorum pre	esent: 🗆 YES 🕒 NO		
Minutes of the previous mee	ting were read: 🖵 YES	□ NO Approved	I: 🗖 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	Se	cond	Results, Actions
Committee Reports Writt	en reports attached 🖵			
Unfinished Business				
New Business				
Meeting adjourned at:		Submitted by:		
Closing Ceremony:     YES	□ NO	Position held:		

THE HANDBOOK TO ULTIMATE LEADERSHIP | @ FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC. | WWW.FCCLAINC.ORG | REPRODUCIBLE