

# DELTA KAPPA GAMMA

## Eta Chapter Meeting Minutes

The meeting for \_\_\_\_\_, 201\_ was called to order at \_\_time\_\_\_\_ by \_\_\_\_\_, President (or acting President) with \_\_\_\_\_, Recording Secretary (or acting secretary). The meeting was held at \_\_\_\_\_

### ATTENDANCE, PREVIOUS MINUTES, CORRESPONDENCE, TREASURER'S REPORT

- **Attendance** – Attendance was taken by the Recording Secretary. Please see the Attendance Form.
- **Minutes** The minutes of the previous meeting were approved as (written/ corrected) and are on file.
- **Correspondence** – The following items were received and shared:
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  - **Treasurer's Report** approved as \_\_\_\_\_ (published or corrected) The current chapter balance of funds on hand is \$ \_\_\_\_\_. Please see the attached copy.

### REPORTS

- **President Report**
- **First Vice-President Report (Program)**
- **Second Vice-President Report (Membership)**



- **Philanthropy Chair Report**

- **Other Officer Reports**

## **GENERAL BUSINESS**



## **OTHER BUSINESS**

FUTURE CALENDAR ITEMS:

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## **MEETING ADJOURNED**

The meeting was adjourned at \_\_\_\_\_ PM/AM by  
\_\_\_\_\_, President (or acting President)

\_\_\_\_\_

Recording Secretary