** 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 □ Balance on Hand: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
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| REPORTS, MOTIONS, ETC. |

Committee Reports

Written Reports Attached: □YES □NO

Unfinished Business

New Business

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

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