



BOARD OF OFFICERS MEETING MINUTES

Lodge No. _____

DATE: _____ MEETING STARTED AT _____ AM/PM

PRESIDING OFFICER _____

ROLL CALL: (P = Present, A = Absent)

GOVERNOR	_____	TREASURER	_____
JR. PAST GOVERNOR	_____	1 ST YR TRUSTEE	_____
JR. GOVERNOR	_____	2 ND YR TRUSTEE	_____
PRELATE	_____	3 RD YR TRUSTEE	_____
ADMINISTRATOR	_____		

REPORTS OF SICKNESS AND DISTRESS: _____

REPORT OF APPLICATION REVIEW COMMITTEE ON APPLICATIONS FOR MEMBERSHIP (Applicants name, Sponsor's name & Vote of Committee – favorable or unfavorable): _____

EXAMINATION OF BILLS (*Bills must be itemized below or separate list attached to minutes*):

REPORT OF TRUSTEES: _____

MOTION TO APPROVE PAYMENT OF BILLS MADE BY _____
2nd BY _____ VOTE: Favorable _____ Unfavorable _____

RECEIPTS/FINANCES: _____

OLD BUSINESS: _____

NEW BUSINESS: _____

REPORTS OF COMMITTEES: _____

GOOD OF THE ORDER: _____

ENDOWMENT FUNDS COLLECTED: _____

MOTION TO CLOSE MADE BY _____

2ND BY _____

MEETING CLOSED AT _____ **AM/PM**

MINUTES APPROVED ON _____

GOVERNOR **Date**

ADMINISTRATOR **Date**

Important Note: All minutes must be printed out and contain original signature notwithstanding the minutes are saved electronically.