



**WISCONSIN ASSOCIATION FOR  
HOME AND COMMUNITY  
EDUCATION, INC.**

Club Secretary's Book

Year \_\_\_\_\_

Name of Club \_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

## **INSTRUCTIONS FOR USE OF THIS SECRETARY'S BOOK**

1. The secretary should take notes during the meeting.
2. Fill in all information accurately at the top of the page. (Do not repeat this in the narrative section)
3. Information to include in narrative section (in order of occurrence):
  - a. Presiding Officer
  - b. Minutes read (approved or corrected)
  - c. Correspondence
  - d. Treasurer's report
  - e. Record of all motions, name of proposer and exact wording
  - f. Committee reports
  - g. Old business
  - h. New business
4. Project – include project leader's name and the project title. Presentation of project material, such as, did project leader read the information? Were members involved in discussion, demonstrations, displays, etc.
5. All addresses should include member's name, full address and zip code.
6. Minutes SHOULD NOT contain a secretary's personal opinion as "an able report was given", or "a delicious lunch was served."
7. Duplicate copies of monthly meetings should be sent to your Center Chairperson and Family Living Educator directly after each meeting.

# **SAMPLE COPY OF SECRETARY'S MINUTES**

The meeting was called to order by President Clark. Roll call was taken. A quorum was present.

Minutes of the previous meeting were read and approved as corrected – paragraph 3, sentence 2, to read, “Mary Jones was appointed delegate to the County Council meeting,” instead of “Joyce White.”

Correspondence

The treasurer's report was read with a balance on hand of \$85.90.

Lori Anderson gave the Health Committee report. She stated two from our club participated in the blood bank program. She reminded us the immunization clinic will be in our area October 1.

## **OLD BUSINESS:**

We were informed by the county president that each club should appoint a person to all programs of work areas.

Beverly Meyer moved and it was seconded, “*that a member be appointed to each Education Program.*” Motion carried. President Clark will make these appointments by the next meeting.

## **NEW BUSINESS:**

A club tour was discussed. Moved by Angie Cook and seconded, “*to take a club tour to the state capitol at a time our representatives could meet with us.*” Motion carried. President Clark appointed Betty Hill and Anna Hainy to coordinate the tour.

A collection was taken for Pennies for Friendship.

Moved by Vicki Holly and seconded, “*to adjourn.*” Motion carried.

# COUNTY ORGANIZATION

**COUNTY OFFICERS:** (include address, and phone number)

President \_\_\_\_\_

Vice President \_\_\_\_\_

President-Elect \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Family Living Educator \_\_\_\_\_

**Center**

**Center Chairperson** (include address and phone number)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FOCUS FOR YEAR:** \_\_\_\_\_

**County Chairpersons:** (include address and phone number)

1. Cultural & Textile Arts \_\_\_\_\_

2. Membership & Marketing \_\_\_\_\_

3. International \_\_\_\_\_

4. Historian \_\_\_\_\_

5. Young Family Education \_\_\_\_\_

# ROLL CALL

Meeting Dates (Month/Day)

MEMBERS NAME									
1.									
2.									
3.									
4.									
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18.									
19.									
20.									
21.									

## Minutes of Meetings

1. Club \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
2. Place \_\_\_\_\_ # Members \_\_\_\_\_ Attending \_\_\_\_\_ Visitors \_\_\_\_\_
3. Newsletter discussed? Yes \_\_\_\_\_ No \_\_\_\_\_ Pennies for Friendship collected? Yes \_\_\_\_\_ No \_\_\_\_\_
4. This Month's Lesson/Program \_\_\_\_\_
5. Presented by: \_\_\_\_\_
6. Time devoted to Project Lesson \_\_\_\_\_  
*Summarize briefly (used project material and/or speaker , slides, etc.)*  
\_\_\_\_\_  
\_\_\_\_\_
7. Number of members who plan to use lesson information: \_\_\_\_\_
8. Number of members unable to or do not wish to use information \_\_\_\_\_
9. What did members do as a result of last month's project lesson? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Leader(s) attending next project lesson: \_\_\_\_\_
11. New Member(s) gained: \_\_\_\_\_ Address: \_\_\_\_\_
12. Member(s) lost: \_\_\_\_\_ Address: \_\_\_\_\_  
Reason: \_\_\_\_\_

Minutes of Regular Business Meeting. (Omit information recorded above.)

Use back of page or an additional sheet of typing paper if more space is needed.

Secretary, \_\_\_\_\_

Date Approved: \_\_\_\_\_

Use for additional minutes, if needed

## Minutes of Meetings