

SAMPLE MINUTES Format MOCA

The regular meeting of _____ # ____ Date: _____ Location _____
was called to order by _____ at _____ am / pm

Opening Ceremonies were held according to Ritual with _____ members present. Dues collected \$ _____

Fun Officer stated fine of \$ _____ for _____ (Collected \$ _____)

Roll call found all present except _____ Pro Tem _____

Guests present: _____

Petitions for Membership from _____

Investigating Committee Report: _____

Motion to Accept Made by: _____ Second: _____ Motion carried /denied

Minutes for _____ were read and accepted / corrected: _____

TREASURER's REPORT:

General Fund Brought Forward _____ Receipts _____ Disbursements _____ Bal. _____

Hospital Fund Brought Forward _____ Receipts _____ Disbursements _____ Bal. _____

Checkbook Balance _____

Communications: (Supreme / Grand G/O & letters; Letters; notices) _____

Bills _____

Committee Reports:

Chaplain

Clown

Hospital/ Blood

Membership

National Home (Incl. Special Project)

Supreme President's Special Project

SAMPLE MINUTES Format MOCA

Ways & Means

Audit Report – None / read by _____

Audit Due: October 15 (July, Aug., Sept.), January 15 (Oct., Nov., Dec.), April 15 (Jan., Feb., Mar.), July 15 (April, May, June)

Fund	Old Balance	Receipts(+)	Disbursements (-)	New Balance
General Fund				
Per Capita				
Hospital				
Total				

Signed by Trustees: _____ on ___/___/___

_____ moved to accept the audit, seconded by _____ Motion carried /denied

Unfinished Business:

New Business:

_____ moved and _____ seconded

that _____

Discussion: _____

Motion carried /denied

_____ moved and _____ seconded

that _____

Discussion: _____

Motion carried /denied

_____ moved and _____ seconded

that _____

Discussion: _____

Motion carried /denied

Trustees examined bills in amount of \$ _____ and _____ moved and _____ seconded that bills be paid. Motion carried / denied

Good of the Order / Announcements

MEETING closed according to ritual at (time): _____ Next meeting to be held: _____ (date).

Respectfully submitted, (name) _____, Secretary