



A.B.A.T.E. OF PENNSYLVANIA

P.O. BOX 15226 • HARRISBURG, PA 17105-5226

Chapter Secretary's Report

Send report to: bwr9901@yahoo.com

Chapter # _____
District # _____
Chapter Name: _____
Meeting Date: _____

Meeting called to order at: _____ (time)
Meeting called to order by: _____ (name and title)

Officers Present	Check	Check
President	<input type="checkbox"/>	Secretary <input type="checkbox"/>
VP	<input type="checkbox"/>	Treasurer <input type="checkbox"/>
LC	<input type="checkbox"/>	PR <input type="checkbox"/>
Products	<input type="checkbox"/>	Sgt. at Arms <input type="checkbox"/>
Road Captain	<input type="checkbox"/>	Membership <input type="checkbox"/>

President's Report

1. _____

2. _____

3. _____

Secretary's Report

Minutes: Read Waived (circle one)

Motion to accept minutes: _____ (name)

Seconded by: _____ (name)

Other Notes: _____

Treasurer's Report

Opening Bal.	\$	_____
Deposits	\$	_____
Checks Written	\$	_____
Ending Bal.	\$	_____

Other Notes:

LC Report

1. _____

2. _____

3. _____

Membership Report

1. _____

2. _____

3. _____

Other Report

1. _____

2. _____

3. _____

Old Business

1. _____

2. _____

3. _____

New Business

1. Issue: _____

Motion made by: _____ (name)
Seconded by: _____ (name)
2. Issue: _____

Motion made by: _____ (name)
Seconded by: _____ (name)
3. Issue: _____

Motion made by: _____ (name)
Seconded by: _____ (name)

Calendar of Events

1. _____
2. _____
3. _____

Other Meeting Notes:

Next Month's Meeting will be held on: _____ (date)

Motion made to adjourn at: _____ (time)

By: _____ (name)

Seconded: _____ (name)