

<CHAPTER NAME> CHAPTER

COUNCIL MEETING MINUTES

MONTH XX, 20XX

Chapter Council Members present

<Name>, President

<Name>, Programs Chair

<Name>, Membership Chair

<Name>, Communications Chair

<Name>, Secretary/Treasurer

Guests present (as needed)

<Name>, <Company>

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1. Call to Order: <Name> Chapter Council Meeting

The meeting was called to order by <Presiend’s Name>, President, at <Time>

1. Establish Quorum

<Secretary/Treasurer’s Name>, Secretary/Treasurer noted that a quorum has been reached.

1. NKBA Vision, Mission, Values Statement and Chapter Mission Statement

<Secretary/Treasurer’s Name>, Secretary/Treasurer, reviewed these key documents and statements for the chapter.

1. Approval of Minutes

The minutes of the <Date> <Chapter Name> Chapter Meeting were approved.

1. Reports

<Officer Names> provided an update to the Chapter Council on Chair’s <issues and events>. Note any motions, changes, voted on, approved or not approved.

1. Additional Topic(s) as needed

<Name> presented <Topic>. Note any motions, changes, voted on, approved or not approved.

1. Adjournment

<President’s Name> adjourned the meeting at <Time>.