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.
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 _____________________________________________
<table>
<thead>
<tr>
<th>MEMBERS NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
</tr>
<tr>
<td>6.</td>
</tr>
<tr>
<td>7.</td>
</tr>
<tr>
<td>8.</td>
</tr>
<tr>
<td>9.</td>
</tr>
<tr>
<td>10.</td>
</tr>
<tr>
<td>11.</td>
</tr>
<tr>
<td>12.</td>
</tr>
<tr>
<td>13.</td>
</tr>
<tr>
<td>14.</td>
</tr>
<tr>
<td>15.</td>
</tr>
<tr>
<td>16.</td>
</tr>
<tr>
<td>17.</td>
</tr>
<tr>
<td>18.</td>
</tr>
<tr>
<td>19.</td>
</tr>
<tr>
<td>20.</td>
</tr>
<tr>
<td>21.</td>
</tr>
</tbody>
</table>
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: ________________________________
Minutes of Meetings