Kappa Kappa Psi
Sample Meeting Minutes

The following are example minutes for a chapter meeting. It contains real-life examples and ways to lay-out information so members know what occurred during the meeting, who signed up for projects and information that will make it possible to record the chapter's history.

Minutes should be designed for ease of use and reference; **all directors and active brothers should receive a copy of the minutes before the next meeting**! A full break down of the short hand being used in these minutes can be found under "New Business."

Kappa Kappa Psi, Omega Omega Chapter Minutes for *Date Here*

KEY ANNOUNCEMENTS

- Recruitment starts next Tuesday! Remember the master target list of potential Prospective Members, and try to get others involved, too.
- If you did not pay dues to Treasurer ($67), pay them ASAP! They are absolutely due by next Tuesday's chapter.
- If you volunteered for a service project (i.e. field setup), please remember to show up on your day(s)!

IMPORTANT DATES within the next month

Tuesday, October 10: RECRUITMENT! Informational meeting at the same time as
chapter, followed by a social event
Saturday, October 14: Symphonic Band Concert at 7:00pm

OPENING MEETING: 8:40 PM

ATTENDANCE

Active Members Present: *Names here*
Conditionals Members Present: *Names here*
Honoraries Present: *Names here*

Alumni Present: *Names here*

Excused Absences: *Names here*

Unexcused Absences: *Names here*

READING OF THE MINUTES

Motion: Accept last week's minutes - William Coppedge (Ira Nelson)   PASSES

OFFICER REPORTS

President, *President's Name Here*:

1) Aiming for more efficient meetings

2) Trying to be more visible in the band

3) Registering as a Student Organization – President will attend meetings

Vice President, *Vice President's Name Here*: No Report

Secretary, *Secretary's Name Here*: No Report

Historian, *Historian's Name Here*:

1) Working on chapter scrapbook.

2) Need pictures taken since District Convention—Give them to Historian!

COMMITTEE CHAIR REPORTS

Fundraising, *Fundraising Committee Chair's Name Here*:

1) Selling band gear this week. Volunteers to sell gear: Carl Stevens and Clyde Haston

2) Getting started on band calendars. Dick Hurst volunteered to help the committee chair with this project. Goal is to have the calendars completed by November 1st.

OLD BUSINESS

Motion [Last Week]: Order new band gear *next semester* - Stanley Finck (Donald Stanley)

- Fundraising committee recommends the chapter purchase more band gear

- Must order 50+ for maximum profit

- Treasurer: "Chapter doesn't currently have enough money"

- Could have the chapter members front the money

- Amendment: "Order new band gear next semester."

    o Scott Squyres (Malinda Matney)

    o PASSES

PASSES

Motion [Last week]: Update the Band picture board - Melvin Miles (J. Lee Burke)

- Director of Bands requested the chapter do this project
- Service Chair: "This needs to be completed by next chapter meeting"
- *Volunteers*: Jack Lee and Ronald Gregory
- *Timeline*: Next chapter meeting

PASSES

NEW BUSINESS

Motion: <insert project here> - <Name, "Mover"> (<Name, "Seconder">)

- <Highlights of the project>
- <Discussion points made and whom they were made by>
- <Who is responsible for completing the project>
- <What is the timeline>

<MOTION PASSES, FAILS, IS TABLED, ETC.>

MEETING CLOSED: 9:19 PM

Keeping Track of Attendance

Pretty much every secretary has to keep track of attendance, and sometimes – particularly for big chapters – finding a good way to organize those records can be difficult. This would ideally be managed in a spreadsheet program like Excel so that you can keep an electronic record. Here is an example:

ΩΩ Chapter Attendance	9/02 – Pizza Recruitment Event	9/07 – Chapter Meeting	9/09 – Raincoat Cleaning Project	9/14 – Chapter Meeting	9/18 – Band Room Cleanup (optional)	9/21 – Chapter Meeting	9/25 – First Degree	10/2 – Chapter Meeting	10/9 – Chapter Meeting	10/13 – Joint Semi-Formal	TOTAL UNEXCUSED
Amanda Allen	☒$_1$	✓	☒$_2$	✓	+	☒$_3$	✓	✓	✓	✓	3
Brent Barker	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	0
Casey Callahan	E	✓	✓	☒$_1$	--	✓	✓	✓	☒$_2$	✓	2
Darren Dougherty	✓	✓	✓	✓	--	✓	✓	✓	✓	✓	0
Edward Edmonds	✓	✓	E	✓	+	✓	✓	E	✓	✓	0
Frederick Fuller	✓	✓	E	✓	--	✓	✓	✓	✓	☒$_1$	1
Greg Gaston	E	✓	✓	✓	--	✓	✓	✓	✓	✓	0
Hillary Hope	✓	CONDITIONAL STATUS									Cond'l
Isabelle Ivory	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	0
John Jackson	E	✓	✓	✓	--	✓	✓	E	✓	✓	0
Kevin King	✓	✓	E	✓	--	✓	✓	✓	✓	☒$_1$	1
Lauren Leeper	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	0
Monica Morris	✓	✓	✓	✓	--	✓	✓	E	✓	✓	0
Nick Norton	✓	✓	✓	✓	--	✓	✓	✓	✓	✓	0

Key: ✓ = Present, ☒ = Absent (Unexcused), E = Absent (Excused)

+ = Present (optional event), -- = Not Present (optional event)

Subscripts after unexcused absences indicate the number of unexcused absences at that point.

- Of course, there are plenty of different ways to track attendance and your chapter is free to do it however you like and however works best for you. Color-coding this often works really well.
- As in the example, go ahead and take attendance at optional events – but be sure to note them as optional. This can be helpful to know when evaluating attendance problems. Maybe they have put in some extra effort that should be considered.
- This sheet should be updated weekly. Chapters often pass it around at meetings or include it with the minutes so brothers can see where everyone stands and can notify the secretary of any mistakes. Also, make sure to pass your roster around a few times each semester so brothers can make any changes.
- In the example above, the chapter has an attendance policy with excused and unexcused absences. If you wish to use such a policy, be sure the procedure is clearly dictated in your chapter constitution.
- Don't just keep attendance at chapter meetings – Kappa Kappa Psi is more than that. Even if your chapter doesn't have any required amount of attendance, still keep a record of who came to what events. You'll never know when such a record will come in handy or will help you see trends.