

Agenda Record Form

Oregon School Employees Association (OSEA) Chapter Name and Number

Date: _____ Time: _____ Location: _____

1. Called to order by President _____ with _____ members in attendance.

1.1 Pledge of Allegiance led by _____

1.2 Roll call of officers (list name and present/absent/excused):

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

2. Minutes

2.1 Previous meeting

a. Motion for approval: _____ Second: _____ Vote: _____

2.2 Communication/correspondence

a. _____

b. _____

3. Unfinished business

3.1 _____

Motion for approval: _____ Second: _____ Vote: _____

3.2 _____

Motion for approval: _____ Second: _____ Vote: _____

4. New business

4.1 Motion made: _____ Second: _____ Vote: _____

That: _____

4.2 Motion made: _____ Second: _____ Vote: _____

That: _____

4.3 Motion made: _____ Second: _____ Vote: _____

That: _____

4.4 Motion made: _____ Second: _____ Vote: _____

That: _____

5. Member New Business

5.1 Introduction of guests

a. Guest speaker(s): _____

5.2 Report of OSEA staff in attendance: _____

6. Committee Reports (attach written reports)

6.1 Committee: Membership Chair: _____

a. New members: _____

6.2 Committee: _____ Chair: _____

6.3 Committee: _____ Chair: _____

6.4 Committee: _____ Chair: _____

6.5 Committee: _____ Chair: _____

6.6 Committee: _____ Chair: _____

7. Officer Reports (attach written reports)

7.1 Treasurer's Report

Balance on hand: _____ as of date: _____

Explanation of expenditures since last meeting: _____

Authorization of expenditures or motion to approve expenditures: _____

Explanation of revenues since last meeting: _____

7.2 Reports of other officers: _____

8. Good of the Order/Announcements: _____

9. Adjournment:

9.1 Motion made to adjourn: _____ Second: _____

and carried by a _____ vote at (time): _____