

DELTA KAPPA GAMMA

Alpha Omega Chapter Meeting Minutes

The meeting for _____, 200_ was called to order at __time____ by _____, President (or acting President) with _____, Recording Secretary (or acting secretary). The meeting was held at _____

ATTENDANCE, PREVIOUS MINUTES, CORRESPONDENCE, TREASURER'S REPORT

- **Attendance** – Attendance was taken by the Recording Secretary. Please see the 2008-2009 Attendance Form.
- **Minutes** The minutes of the previous meeting were approved as (written/ corrected) and are on file.
- **Correspondence** – The following items were received and shared:
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 - **Treasurer's Report** approved as _____ (published or corrected) The current chapter balance of funds on hand is \$ _____. Please see the attached copy.

REPORTS

- **President Report**
- **First Vice-President Report (Program)**
- **Second Vice-President Report (Membership)**



- **Philanthropy Chair Report**

- **Other Officer Reports**

GENERAL BUSINESS



OTHER BUSINESS

FUTURE CALENDAR ITEMS:

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MEETING ADJOURNED

The meeting was adjourned at _____ PM/AM by
_____, President (or acting President)

Vanessa DiCarlo
Recording Secretary