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ANY QUESTIONS, PLEASE CALL US AT 630-966-2207.

GENERAL GOVERNOR'S OFFICE



# BOARD OF OFFICERS MEETING MINUTES

Lodge No. \_\_\_\_\_

DATE: \_\_\_\_\_ MEETING STARTED AT \_\_\_\_\_ AM/PM

PRESIDING OFFICER \_\_\_\_\_

ROLL CALL: (P = Present, A = Absent)

GOVERNOR	_____	TREASURER	_____
JR. PAST GOVERNOR	_____	1 <sup>ST</sup> YR TRUSTEE	_____
JR. GOVERNOR	_____	2 <sup>ND</sup> YR TRUSTEE	_____
PRELATE	_____	3 <sup>RD</sup> YR TRUSTEE	_____
ADMINISTRATOR	_____		

REPORTS OF SICKNESS AND DISTRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REPORT OF APPLICATION REVIEW COMMITTEE ON APPLICATIONS FOR MEMBERSHIP (Applicants name, Sponsor's name & Vote of Committee – favorable or unfavorable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EXAMINATION OF BILLS (*Bills must be itemized below or separate list attached to minutes*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPORT OF TRUSTEES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MOTION TO APPROVE PAYMENT OF BILLS MADE BY \_\_\_\_\_

2<sup>nd</sup> BY \_\_\_\_\_ VOTE: Favorable \_\_\_\_\_ Unfavorable \_\_\_\_\_

RECEIPTS/FINANCES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OLD BUSINESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW BUSINESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REPORTS OF COMMITTEES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GOOD OF THE ORDER:** \_\_\_\_\_

\_\_\_\_\_

**ENDOWMENT FUNDS COLLECTED:** \_\_\_\_\_

**MOTION TO CLOSE MADE BY** \_\_\_\_\_

**2<sup>ND</sup> BY** \_\_\_\_\_

**MEETING CLOSED AT** \_\_\_\_\_ **AM/PM**

**MINUTES APPROVED ON** \_\_\_\_\_

\_\_\_\_\_  
**GOVERNOR** **Date**

\_\_\_\_\_  
**ADMINISTRATOR** **Date**

**Important Note: All minutes must be printed out and contain original signature notwithstanding the minutes are saved electronically.**