

RECORDING SECRETARY'S MINUTES

Refer to the Constitution Subordinate Parlors, Duties of Officers, Article Eight, Section 3 and Manual of Instructions, Minutes

Minutes shall be hand-written in ink or typed. If typed and pasted into the Minute Book, the seal of the Parlor is to be placed at the bottom of each page after they are pasted in the book so that both sheets of paper are embossed.

Minutes are to be in a bound book. Loose leaf binders are not to be used. (Refer to Manual of Instructions for further information.) Minute Books are available from the Grand Parlor Office or may be purchased in stationery stores. When referring to Members first and last names shall be used in the minutes.

Minutes should follow the regular Order of Business. (Refer to Closed Meeting Ritual for further information.) It is permissible to change the Order of Business by a 2/3 vote of the Members present. If (as in most Parlors) Members skip between Committee Reports, New Business, and back to Committee Reports, the Recording Secretary may organize the Minutes in their proper form so that all Committee Reports are in their proper place, all motions made under New Business are in their proper place, etc.

In calling the Roll, the official Roll Call book available from the Grand Parlor Office should be used. In this same book members sign in the alphabetical section on the night they are initiated or obligated. Prior to Roll Call, the President announces which officers are excused. The reasons officers may be excused should be covered in Parlor Standing Rules. If present, a small "check mark" is placed in the book, if absent, an "A", if excused "Ex".

Veterans Memorial Hall

_____ Parlor No. _____

355 Main Street

Midville, California

Wednesday, May 25, 2_____

Our Deputy Grand President _____ of _____
Parlor was escorted and introduced. Grand _____ was also
escorted and introduced.

The (*regular or special*) meeting of _____ was called to order by
President _____ at _____ a.m. or p.m.

The Charter was draped in loving memory of Sister _____.

ROLL CALL: All officers were noted present except _____ and
_____ who were absent. _____ and _____ were
excused.

MINUTES: Minutes of the May 11th meeting were approved as read (or as corrected).

APPLICATION FOR MEMBERSHIP: The application of _____
recommended by Sisters _____ and _____ was read.

"DELINQUENT LIST" OR DEPRIVAL OF AND/OR RESTORATION TO A VOTE:

Jane Jones	4 months	\$4.00
Grace Allen	5 months	\$5.00
Referred to Lapsation Committee		
Sally Smith		Restored to a vote
Ann Green	6 months	Deprived of a vote

REPORT OF MEMBERSHIP COMMITTEE: The report was favorable on the application of _____.

BALLOTING: A favorable (or unfavorable) ballot was taken on the application of _____.

COMMUNICATIONS: *Letters from the Grand President and Grand Parlor Office Personnel must be read in full. All other correspondence can be summarized and referred to the proper chairman, and should be listed with at least minimal information and the action taken. By a 2/3 favorable vote of the Parlor, the full text may be inserted. (Please refer to Manual of Instructions for further information.)*

1. Invitation from _____ Parlor to their installation July 5th.
2. Circular from State Chairman of Yearbooks re: contest to be held at Grand Parlor. Referred to Chairman of Yearbooks.
3. Letter dated _____ from Grand President requesting Parlors fly their flags on all holidays. Referred to Chairman of Americanism and Civic Participation.
4. Advertisement from the Ice Follies for group rates on performances during August. Referred to Chairman of Ways and Means.
5. Letter of resignation from Mary Jones.

All communication "*shall take their usual course.*" (*Action shall be taken under New Business.*)

TRANSFER CARD REQUESTS: Refer to Manual of Instructions for further information.

BILLS PRESENTED:

Mary Smith	Refreshment supplies	\$ 5.95
Grand Parlor	Per capita tax \$5.00 – 30 Members	\$150.00
Veterans Hall	June rent	<u>\$ 50.00</u>
Total bills		\$205.95

A coin march was held as the bills were audited.

REPORT OF THE AUDITING COMMITTEE: Favorable. It was moved by _____, seconded by _____ and carried that warrants be drawn and the bills be paid.

REPORT OF SICK OR DISABLED MEMBERS: Mary Alice Jones reported she had visited Vera White who had recently broken her ankle.

SPECIAL COMMITTEES: (*These committees do not correspond to Grand Parlor committees and are appointed for a specific reason or event.*)

Installation – Chairman Helen Green reported on plans for our July installation. The committee is meeting next week. *If action is needed, it is recorded under New Business.*

Rummage Sale – In the absence of the Chairman, Mary Alice Jones reported a hall had been secured and rummage is to be delivered there at 10 a.m. on Saturday. Members are needed to help.

STANDING COMMITTEES: *(Reports of all Committees which coincide with Grand Parlor Committees, i.e. Americanism and Civic Participation, Admission Day, Veterans Welfare, Childrens Foundation, etc. are to be given at this time.)*

Mission Restoration – Betty Wright announced plans for a bingo party to benefit the Mission Restoration Project to be held Monday evening, August 22nd at her home. Parlor Members and their guests are welcome. *If action is needed, it is recorded under New Business.*

REPORT OF QUARTERLY AUDIT: Chairman of the Board of Trustees Jenny Jones read the report of the March 31, 2____ audit. It was moved by _____, seconded by _____, and carried that the report be approved as presented.

UNFINISHED BUSINESS:
Nomination of officers – President _____ declared Nominations for Marshal open. Audrey Jones was nominated by Mary Small. Nominations were closed.

Resignation of Theresa Adams – Thelma Hall reported she had been unable to convince Theresa to continue her membership in the Parlor. It was moved by _____, seconded by _____, and carried that we accept her resignation with regret.

NEW BUSINESS:
All New Business may be introduced by motion which is recorded in this section. Expenditures of funds, unless presented as a bill, is introduced under New Business.

It was moved by _____, seconded by _____, and carried that we purchase new flags at a cost of \$100 plus tax.

GOOD OF THE ORDER:
DGP Alison Jones complimented the officers on their work. She reminded them of the District Luncheon on July 1st to raise money for Mission Restoration.

RECEIPTS OF THE EVENING:

Dues	
Charlotte Adams	\$4.00
Jenny Jones	\$3.00
Vera Smith	\$5.00
Total Dues	\$12.00
Bingo luncheon receipts	\$100.00
Car wash proceeds	\$125.00
Bake sale	\$75.00
Sub total	\$312.00

Interest on checking 3/31	\$.50
Interest on time certificate 4/30	<u>\$1.00</u>
Total Receipts	\$313.50

Balance in checking account as of previous meeting	<u>\$1,925.75</u>
Total on hand	\$2,239.25

DISBURSEMENTS:

Mary Smith	Refreshment supplies	\$5.95
Grand Parlor	Per capita tax \$5.00 – 30 Members	\$150.00
Veterans Hall	June rent	\$50.00
US Flag Company	American Flag	<u>\$100.00</u>
Total Disbursements		<u>\$305.95</u>

Cash on hand in checking account as of May 25, 2_____ \$1,933.30

MEMBERSHIP RECAP:

31 Members
 - 1 (resignation of Theresa Adams)
 30 Members as of May 25, 2_____

No further business appearing before the meeting, the Parlor was closed in due form.

Respectfully submitted,

 Recording Secretary

 President

(It is recommended that a recap of bank balances be placed at the end of the Minutes to assist the Trustees when auditing the books each quarter.)

Checking Account:	\$1,933.30
Savings Account:	\$799.00
Scholarship Account:	<u>\$1,205.00</u>
TOTAL	\$3,937.30

It is not necessary to record discussions in the Minutes unless they are critical to the motion.

The Recording Secretary shall not interject personal opinions, her own or others, into the Minutes. The action taken is the only information necessary to the Minutes.

If there are corrections to the Minutes, they are to be made in the margins, never by erasure or white out.

For procedures pertaining to conducting an audit, please refer to Manual of Instructions, Auditing of the Parlor Books and Records.