

Secretary's Minutes Guide

The _____ (date) meeting of SPJST Lodge _____, _____ Youth Club was called to order at _____ a.m./p.m. by _____ (name of officer).

_____ lead the Pledge of Allegiance to the flag of the United States of America and the SPJST Youth Club Motto. We remained standing for a moment of silent prayer for the good of our members and friends.

The register was read. Present were _____ members, _____ guests and _____ adults. (This information can be obtained after the meeting from the register.)

The secretary read the minutes from the last meeting. There were corrections or additions. – *or* – There were no corrections or additions.

The minutes were approved as read. – *or* – The minutes were approved as corrected.

There was no correspondence. – *or* – We received correspondence from _____

The treasurer read the dues report. Everyone was up-to-date except _____

We have \$_____ in the treasury.

Visitors were _____

New members welcomed were _____

Old business was _____

New business was _____

The president asked the youth leader to report _____

The president adjourned the meeting at _____ a.m./p.m.

President

Secretary