

**Committee Minutes Form**

Committee Name:

Date of Meeting:

Meeting led by:

Members present (please list):

Members absent (please list):

Old business:

New business:

Votes taken/approved:

Budget considerations:

Questions/comments by committee members:

**Please answer the following questions:**

1. Our announcement needs to be on the next chapter meeting agenda. **Yes / No**
2. We would like the following director or vice president to meet with our committee:
3. Our committee needs to meet with the following committee regarding this event:
   1. Committee needed:
   2. Event:

*Please return this form to the president/director of committees after each committee meeting.*