Sample Outline of House Corporation Board Meeting Minutes

[Chapter] House Corporation Board Meeting

[Date, Time, Place]

## In Attendance

[Include names and office held, any guests (HD or committee members] and if quorum was present]

## Call to Order

The meeting was called to order by [name] at [time].

Approval of Minutes

The minutes from the [date] board meeting were read by [name]. [Name] made a motion to approve the minutes as read, motion seconded, motion passed.

Treasurer’s Report

[Name] gave the treasurer’s report. The cash balance at the FHC is [amount]. The available cash is [amount]. The [local account] has a balance of [amount]. The financials were reviewed and budget discussed.

## Old Business

## New Business

Any votes require a motion (name listed) and a second.

[Note: For motions, the motion itself needs to be recorded in full in the minutes and then there needs to be a second before any discussion is had. Then a vote is taken and the outcome (carried, failed or tabled) needs to be recorded.]

## Next Meeting

The next meeting will take place at [place] on [date] at [time].

## Adjournment

[Name] moved to adjourn the meeting at [time], motion seconded, motion [outcome].

Respectfully submitted,

[Name]

[Office]

# Example House Corporation Meeting Minutes

Alpha House Corporation Board Meeting

April 3, 2018 at 7 p.m.

## In Attendance

Present:

Minnie Red – house corporation president

Jasmine Purple – house corporation secretary

Belle Pink – house corporation treasurer

Aurora Blue – ATC

Alice Yellow – chapter president

Ariel Green – vp: finance

Nala Brown – director of house management

Bambi Beige – member-at-large

Daisy Orange – alumnae president

A quorum was present.

Absent:

Anastasia Black – house corporation vice president

## Call to Order

The meeting was called to order by Minnie at 7 p.m. Refreshments and snacks (cookies and punch) were served.

## Approval of Minute

The minutes from the February 18, 2017 board meeting were read by Jasmine. Aurora made a motion to approve the minutes as read, the motion was seconded, the motion passed.

## Treasurer’s Report

Belle gave the treasurer’s report. The cash balance in the FHC account was $36,512. The total net assets are $18,413.81. The Chase CD has a balance of $4,312.03.

## Old Business

a. Summer projects – Presentation of new formal room furniture and new dining room table. The proposed options are under budget, so decorations may also be purchased. The chapter is responsible for selling the current pieces of furniture.

b. Wireless update – The new service provider has much faster internet speeds. The women seem very pleased.

c. Rituals equipment – Anastasia has emailed a price quote to the board from Aladdin’s Rentals to purchase curtains. The estimated cost to purchase four curtains is $386 with tax. Ariel made a motion to purchase the curtains, the motion was seconded, the motion passed.

## New Business

a. House corporation purchased parking permits for chapter members. The permits are $10 each and will not expire for two years. These will be distributed to chapter members at the next meeting. Chapter members will be able to purchase an additional parking permit ($20) if theirs becomes lost.

b. The Annual Agreement between the chapter and house corporation was signed in Anchorbase by the vp: finance, RFS and house corporation treasurer.

c. House corporation and chapter officers discussed the chapter wish list. These items include:

i. Two air conditioners – $1,400 per unit

ii. Picture frames – dining room and hallway

d. House corporation secretary Jasmine Purple is resigning her position due to her upcoming wedding and new job. Bambi Beige has volunteered to take the position of house corporation secretary. Belle made a motion to approve. Motion was seconded, the motion passed. Jasmine and Bambi will meet at a separate time to do officer transitioning.

## Next Meeting

The next meeting will take place at Belle’s house on August 15, 2018 at 7 p.m.

## Adjournment

Aurora made a motion to adjourn the meeting at 8:15 p.m., the motion was seconded, motion passed.

Respectfully submitted,

Jasmine Purple

Alpha house corporation secretary