



_____ Chapter vp: finance and Honor Board Working Meeting Minutes

***The vp: finance shall attend the first Honor Board meeting that occurs following the 10th of each month for finance poor standing updates.
*upload to Anchorbase within 24 hours to be reviewed and approved by the RFS and/or RCS***

Date: _____

Time meeting began: _____ a.m./p.m.

Members Present (please add their name next to their position if in attendance):

vp: social standards	_____
president	_____
junior member	_____
sophomore member	_____
member at large	_____
Honor Board Adviser	_____
vp: finance	_____
Other meeting attendees	_____

vp: finance reports on the following, honor board members take notes below of all discussion:

- new members with outstanding debt:
 - name, amount due, days past due, date of last payment, SOR filed?
 - has a 45/60 letter been sent out? (if applicable)
- members with outstanding debt:
 - name, amount due, days past due, date of last payment, APN/SOR filed?
 - has a 45/60 letter been sent out? (if applicable)
- new members with outstanding contracts (ie Dues & Fees):
 - name, unsigned contract, days past due, SOR filed?
- members with outstanding contracts (ie Dues & Fees):
 - name, unsigned contract, days past due, APN/SOR filed?
- past due receivables from non-members:
 - name, amount due, does Honor Board wish to vote to send them to collections if eligible?

- discussion/updates on Excused Status:
 - review of members currently on excused status and length on status
 - review of any new applications: do they qualify? how will it affect the budget?
 - any members ready for reorientation?

General Discussion:

- Chapter Education:
 - what education do chapter members need?
 - any confusion that Honor Board can help clarify?
 - any members we need to bring into Honor Board to discuss financial issues?

Activity Log Updates:

- any members that have satisfied their APN or probation period?
 - please list any changes here
 - please list any changes here

Time meeting adjourned: ____a.m./p.m.

Respectfully submitted by: ____