
RECORD OF MEETINGS

of the _____
Extension Homemakers Club

of the _____ **County**
Extension Homemakers Association

**RECORD OF MEETINGS
EXTENSION HOMEMAKERS CLUBS
OF THE
KENTUCKY EXTENSION HOMEMAKERS ASSOCIATION, INC.**

The purpose of this record book is to help Homemaker Clubs keep an accurate record of meetings, activities and work accomplished through educational programs in cooperation with the University of Kentucky Cooperative Extension Service. This section includes:

- Duties of Secretary
- Names of Officers
- Names of Subject Matter Chairmen
- Names of Committee Chairmen
- Roll Call of Members and Record of Attendance
- Hints on Writing Minutes
- Space for Recording Minutes
- Monthly Club Reports
- Monthly Financial Reports

Note: Please copy these forms as needed.

DUTIES OF SECRETARY

1. Attend planning sessions, Executive Committee Meetings and any other meetings called by the President.
2. In absence of President and Vice-President, call meeting to order and preside until the election of chairman pro-tem, which should take place immediately.
3. Keep a record of all proceedings of the organization, usually called minutes. Be accurate, your minutes can stand in a court of law.
4. Keep official membership and record of attendance.
5. Keep all committee reports on file.
6. Maintain correspondence for club.
7. Send reports of the meeting to the County Extension Agent for Family & Consumer Sciences immediately following club meeting. (Report forms are found in this book.)
8. Attend officers' training meetings and assist in training the new secretary.
9. Transfer to successor all papers, records and other property of the Association within one month after your term of office expires.

Officers, Subject Matter Chairmen and Chairmen of Special Committees of the Extension Homemakers Club _____

For the year _____ to _____

OFFICERS

President _____

Address _____

Phone _____ Email _____

Vice-president _____

Address _____

Phone _____ Email _____

Secretary _____

Address _____

Phone _____ Email _____

Treasurer _____

Address _____

Phone _____ Email _____

SUBJECT MATTER CHAIRMEN

Cultural Arts & Heritage _____

Environment, Housing & Energy _____

Family & Individual Development _____

Food, Nutrition & Health _____

4-H Youth Development _____

International _____

Leadership Development _____

Management & Safety _____

OTHER CHAIRMEN:

Roll of Club Members for _____ - _____

Secretary will insert date below number of meeting. Secretary will check by marking P (present) or A (absent).

NAMES	Dues Paid	Attendance											
		Regular Monthly Meetings											
		1	2	3	4	5	6	7	8	9	10	11	12
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													
11.													
12.													
13.													
14.													
15.													
16.													
17.													
18.													
19.													
20.													

NAMES	Dues Paid	Attendance Regular Monthly Meetings											
		1	2	3	4	5	6	7	8	9	10	11	12
21.													
22.													
23.													
24.													
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44.													

Guidelines for Writing Minutes

The minutes of the organization become the permanent record of the group's actions. The minutes are a record of fact, not opinion. They record what happened and not the thoughts or feelings of members or officers.

The secretary is responsible for recording and keeping minutes of all meetings. They should be written clearly in a manner which leaves no room to question actions taken by the assembly. An absent member should be able to read the minutes and have a clear understanding of the business transacted at the meeting which was missed. All names should be clearly recorded, i.e., Nancy Jones, not Ms. Jones.

Make the minutes complete, neat and accurate. Keep them as short as possible and to the point. Always take notes at the meeting. Do not write the minutes directly into the secretary's book. Find your own "short cuts" to save time, but record sufficient information to write complete minutes. Write the actual minutes soon after the meeting while everything is fresh in your mind and before your notes are cold.

The following guidelines for writing minutes suggest a format which will aid you in preparing the minutes of each meeting.

I. The first paragraph should include:

- A. the kind of meeting (regular, special, annual, etc.)
- B. the name of the group
- C. date, time and place of the meeting
- D. whether or not the president and secretary were present and in their absence the name of their substitute
- E. the disposition of the minutes of the last meeting

II. The body should include:

- A. a separate paragraph for each topic
- B. the exact wording of all main motions, except those withdrawn, add the name of the mover of all motions
- C. resolutions, the exact wording immediately before being voted upon, ("Be it therefore resolved...")
- D. all amendments and their disposition
- E. all points of order and appeals, whether sustained or lost, and reasons given by the chair for the ruling

III. Closing

- A. The last paragraph of the minutes should contain the hour of adjournment.
- B. The minutes should be signed by the secretary or the person who took the minutes.

Minutes of Club Meeting

Date of Meeting _____ Place _____

Time of Meeting _____ Hostess _____

The meeting was called to order by _____

Monthly Club Report to County Extension Agent for Family & Consumer Sciences

Secretary: Fill out and sent to County Extension Agent for Family & Consumer Sciences immediately after each meeting.

1. Name of Club _____ Month _____

ATTENDANCE: Members _____ Visitors _____ TOTAL _____

2. Membership Status:

Number enrolled in your club now:

Regular Members _____ Members-at-Large _____

3. Major Lesson _____

Other lessons or programs _____

Members' Comments on lessons _____

4. Ideas for future lessons _____

5. How have club members used previous lessons? _____

6. Chairmen Reports given _____

7. List any suggestions or questions for your agent _____

8. Names and address of lesson leaders for next month _____

Names and address of members added this month
(Please send enrollment form and dues.)

_____ Phone _____

_____ Phone _____

List any member's change of address _____ Phone _____

_____ Phone _____

Names of members dropped this month

Other activities or projects this month _____

Describe briefly _____

No. of work days _____ Attendance _____ What was done? _____

9. Information shared with non-members:

Person-to-person contact adult _____ youth _____

No. of groups reached adult _____ youth _____

10. Next meeting place _____ Hostess _____

11. Date and time of next meeting _____

Signed _____
Secretary

Monthly Financial Report

Club _____ Month _____

Treasurer's Report

Balance Brought Forward \$ _____

Income for this month:

Description	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
	Total Income
	\$ _____

Total of Balance Brought Forward & Income..... \$ _____

Description	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
	Total Expenditures
	\$ _____

Balance at End of Month..... \$ _____

Signed _____
Treasurer