RECORD OF MEETINGS

of the ________________________________
Extension Homemakers Club

of the ____________________________ County
Extension Homemakers Association

July 2015
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.


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.

July 2015
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________________________ Email __________________________
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:
________________________________________________________________

________________________________________________________________

July 2015
Roll of Club Members for _____ - _____

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

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July 2015
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.

July 2015
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 ________

July 2015
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

July 2015
Monthly Financial Report

Club ________________________________ Month ____________

Treasurer’s Report

Balance Brought Forward ......................................................... $__________

Income for this month:

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Total Income $__________

Total of Balance Brought Forward & Income................................. $__________

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Total Expenditures $__________

Balance at End of Month......................................................... $__________

Signed ___________________________________

Treasurer

July 2015