**A picture containing food, people

Description automatically generated CO State Association Meeting Minutes**

1. Meeting began at (include date/time/location):
2. Roll Call of Chapters (including Chapter Chair name and cell number)
3. Roll Call of State Officers
4. Minutes of last meeting
5. Chapter Summary Reports (notes of any significant info)
6. Financial Report - Bank Account
   1. Beginning Balance:
   2. Money Deposited:
   3. Money Spent:
   4. Ending Balance:
7. Financial Report - State Dues Ending Balance & Loan Status
8. Financial Report - Checks approved and written at this meeting
9. Chairperson Report
10. Vice-Chair Report
11. Chapter Services (CSC) Report(s)
    1. Female -
    2. Male -
12. Re-Entry Chairperson Report
13. Alumni Report
14. World Council Report
15. Outreach Report
16. Other Reports
17. Unfinished Business
18. New Business
19. Date, time, location of next meeting
20. Meeting Adjourned at:

SECRETARY NAME:

\*All motions passed are in bold\*

\*\*Minutes are distributed to state and chapter officers and posted on designated Facebook group and emails\*\*