

ROUGH MINUTES FORM

(This form is only an aid for taking minutes. These notes **must** be transcribed in full form to the Minute Book)

Minutes of _____ Regular _____ Special Meeting of Bethel No. _____ of

_____ Washington held on (month/day/year) _____

at _____ Masonic Temple at _____ am/pm. Members and Guardian

Council members present as per Attendance Register. _____,

Honored Queen, presided. The meeting was opened in regular form.

ESCORT, INTRODUCTIONS AND HONORS: _____

READING OF SPECIAL DISPENSATION (when required): A special dispensation was read allowing the

Bethel to _____

ROLL CALL OF OFFICERS, BETHEL CHOIR & BETHEL GUARDIAN COUNCIL: The roll was called.

MINUTES: The minutes of the previous meeting were read and approved _____ as read **OR** _____ as corrected.

TREASURER'S REPORT: The Treasurer reported a balance in the checking account of \$ _____

and a savings account balance of \$ _____.

REPORT OF BALLOT ON PETITIONS (when required): The Report of Ballot on Petitions was read

naming _____

_____ as

having been approved by the Guardian Council to become members of our Bethel.

CEREMONY OF INITIATION (MAJORITY DEGREE, OBLIGATION CEREMONY, ETC.):

were initiated and became members of our Bethel. They were escorted to the Recorder's desk to sign the permanent record book and escorted to chairs reserved for them.

COMMUNICATIONS: Communications were read and placed on file.

PETITIONS FOR MEMBERSHIP: Petitions for membership were received and read from _____

REPORTS _____

UNFINISHED BUSINESS _____

NEW BUSINESS _____

RECEIPTS OF THE MEETING: Receipts totaling \$_____ were read.

BILLS: A motion was made by _____ and seconded to pay bills totaling \$_____. The motion was approved/denied.

LIBRARIAN'S REPORT: The Librarian gave her report on _____

MOTHERS', FATHERS' AND GUARDIANS' PRAYER.

GOOD OF THE BETHEL (introduction of parents of new members; Proficiency Test; Presentations; Remarks; Memorial. Be sure to list names of all those giving proficiency.

There being no further business, the meeting was closed in regular form at _____ a.m. p.m.

Respectfully Submitted,

Bethel Recorder

Honored Queen

