



Membership Committee Meeting Report

Chapter Name: _____ Date: _____

Committee Members Present:

VP Report of Statistics, with all monthly totals was distributed: ____yes ____no

The Following items were discussed:

- Attendance Records _____
- Participation Records _____
- Late /Leave Early _____
- Chapter Growth _____
- Member Renewals _____
- Open Positions _____
- Member Complaint _____
- Director Workshops _____

Actions Taken:

First Warning Letters to be set to: _____

Second Warning Letters to be sent: _____

Probation Letters sent to: _____

Termination Letters to be sent: _____

Medical Leave of Absence approved: _____

Upcoming Renewals Approved: _____

Next Visitors Day set for: _____

Next Stack Day set for _____ Categories to invite: _____

Recommendations to be made to Chapter President: _____

Comments to the Director: _____
