**Appendix 7A: Sample Chapter Meeting Minutes Form**

**ASHRAE, INC.**

180 Technology Parkway

Peachtree Corners, Georgia 30092

**MINUTES**

THIS FORM SHOULD BE SUBMITTED TO YOUR DIRECTOR AND REGIONAL CHAIR (DRC) AND TO REGIONAL VICE CHAIR (RVC) OF CHAPTER TECHNOLOGY TRANSFER WITH MINUTES FOR ALL CHAPTER MEETINGS, Board of Governors (BOG) MEETINGS AND SECTION MEETINGS WITHIN THREE WEEKS OF EACH MEETING.

Chapter Name:

Meeting Date:

**Check One:**

Chapter  BOG  Section

Attendance: (Total for chapter and section meetings only)

MembersGuestsStudents

Theme Night? Name

**Check One:**

Joint Meeting? YesNo

**Check One:**

Technical Speaker/Program: Yes No

Indicate Topic:

**SUGGESTED CHECKLIST OF ITEMS**

## TO BE REPORTED

1. **PRESIDING OFFICER**
2. **CALL TO ORDER (Time & Place)**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
5. **REPORTS**
6. **ELECTION**

**Members**

**Officers**

1. **OLD BUSINESS**
2. **NEW BUSINESS**
3. **SPEAKER**
4. **DISCUSSIONS**
5. **MOTIONS**
6. **RESOLUTIONS**
7. **OTHER FEATURES**
8. **ADJOURNMENT**