

BLM OLE.7#5: Secretary's Report Form

Name of Secretary _____ Date _____

Time Begun _____ Time Ended _____ Total Time _____

Review of Previous Minutes

- _____ chairperson, opened the meeting.
- _____ the previous secretary, read the minutes of the last meeting and adopted them as read.

Choose one of the following:

There were no corrections or omissions.

The following was added/corrected: _____

- _____ moved that the minutes be adopted as read/corrected.

• _____ seconded the motion. The motion was carried defeated

Agenda Items

- _____ shared a wacky animal fact about: _____

- _____ gave the keynote speech on the topic: _____

- _____ introduced the speaker.

- _____ assessed the speech.

- _____ told us about an interesting Internet site called _____ where you can get information on _____

- _____ gave a news report which included (check appropriate)

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> school news | <input type="checkbox"/> community news | <input type="checkbox"/> city news |
| <input type="checkbox"/> provincial news | <input type="checkbox"/> national news | <input type="checkbox"/> world news |

- _____ talked about (career) _____ after interviewing _____ by telephone. One interesting fact we learned was _____

(continued)

Secretary's Report Form (continued)

- _____ discussed the answer to the riddle.
- _____ demonstrated _____
- _____ presented a commercial break, advertising _____
- _____ gave an impromptu speech on _____
- _____ presented last meeting's survey results and concluded that _____

- _____ conducted a survey about _____
- _____ told us about _____ birthday.
- _____ spoke about an interesting book entitled _____
It sounded _____
- _____ reviewed the movie entitled _____
It sounded _____
- _____ presented poetry entitled _____
It was _____
- _____ entertained us with jokes.

Adjournment

- _____ chairperson, asked to adjourn the meeting.
- _____ moved for adjournment, and _____ seconded the motion.

The meeting was declared adjourned by chairperson _____

Time of adjournment _____

Date of next meeting _____