

BUSINESS MEETING MINUTES

DATE:

TREASURER'S REPORT

Starting balance	_____
This month's income	_____
This month's expenses	_____
New Balance	_____
Upcoming expenses (fill in after decisions made by business meeting)	_____
Seventh Tradition donations to Chapter, Intergroup and WSI (fill in after discussion)	_____
Ending balance (excluding money collected on this day and excluding prudent reserve)	_____
Prudent Reserve (to record this information)	_____

LITERATURE REPORT

Literature needed?

Updates regarding literature?

PUBLIC INFORMATION REPORT

WSI CONTACT REPORT

INTERGROUP AND/OR CHAPTER CONTACT REPORT

CONNECTION REPORT

OLD BUSINESS

NEW BUSINESS