

 **SAMPLE CHAPTER MINUTES****Colby FBLA Local Chapter Regular Meeting Minutes****Call to Order**

The first regular meeting of the Colby chapter of FBLA was held on August 25, 2007, at 4:30 p.m. in Room 201 of Colby High School, in Colby, Wisconsin. President Andrew Gold was in the chair and the secretary was present.

**Minutes**

The minutes of the previous meeting were approved as read.

**Officer Reports**

The treasurer reported a balance of \$3,568.35. The report was placed on file.

**Committee Reports**

Standing Public Relations Committee Chairman Marissa Kleckner reported the FBLA exhibit had been completed and was on display in the school library. This exhibit also will be displayed during Parent-Teacher Conferences. Members were asked to see Marissa to sign up to help out at the table and to distribute brochures.

**Unfinished Business**

There was no unfinished business.

**New Business**

Tina Lemke moved, and it was seconded, that we decorate the business rooms to promote the Halloween dance. The motion was adopted.

Jared Roche moved, and it was seconded, that we sponsor a bake sale. Marissa Kleckner moved, and it was seconded, to refer this to a committee of two to be appointed by the chair. The motion was adopted. Jennifer Hall and Jared Roche were appointed to the committee.

**Announcements**

Marissa Kleckner announced that local chapter adviser Marie Braatz had been honored at the National Leadership Conference this summer as an Outstanding Local Chapter Adviser. She thanked Mrs. Braatz for her dedication to the chapter and presented her with a small plaque to show the chapter's appreciation.

**Adjournment**

There being no further business, the meeting was adjourned at 5:30 p.m.

Libby Johnson  
Colby FBLA Secretary