



**Wisconsin Association for Home
and Community Education, Inc.**

Club Secretary's Book

Year _____

Name of Club: _____

Secretary: _____

Address: _____

County: _____

Instructions for Use of This Secretary's Book

1. The secretary should take notes during the meeting.
2. Fill in all information accurately at the top of the page.
(Do not repeat this in the narrative section)
3. Information to include in narrative section (in order of occurrence):
 - a. Presiding Officer
 - b. Minutes read (approved or corrected)
 - c. Correspondence
 - d. Treasurer's report
 - e. Record of all motions, name of proposer and exact wording
 - f. Committee reports
 - g. Old business
 - h. New business
4. Project – include project leader's name and the project title...
Presentation of project material, such as – Did project leader read the information; were members involved in discussion, demonstrations, displays, etc.
5. All addresses should include member's name, full address and zip code.
6. Minutes SHOULD NOT contain a secretary's personal opinion as "an able report was given," or "a delicious lunch was served."
7. Duplicate copies of monthly meetings should be sent to your Center Chairman and Family Living Agent directly after each meeting.

Affirmative Action Information

Club Name:

County:

Year:

Please provide the following information, which is needed for Wisconsin Association for Home and Community Education (WAHCE) and the University of Wisconsin Cooperative Extension (UWEX).

1. Racial Composition of Members:

- a. Number of White Members
- b. Number of Black Members
- c. Number of American Indian Members
- d. Number of Asian Members
- e. Number of Hispanic Members
- f. Total Number of Members

2. Age Composition of Members:

- a. Number of Members under 25
- b. Number of Members 25-34
- c. Number of Members 35-44
- d. Number of Members 45-54
- e. Number of Members 55-64
- f. Number of Members 65 and over

3. How many of your group are:

- a. Female
- b. Male
- c. Single Parents
- d. Handicapped Person

4. Residence:

- a. Rural - Farm
- b. Rural – Non Farm
- c. Urban

Activities and events are provided to all clientele on a non-discriminatory basis without regard to race, color, national origin, creed or economic circumstance.

Comments relative to Affirmative Action (optional)

Minutes of Meeting

1. Club: _____ Date: _____ Time: _____

2. Place: _____ No. of Members: _____ Attending: _____ Visitors: _____

3. Newsletter Discussed? Yes No Pennies for Friendship Collected? Yes No

4. This Month's Lesson/Program: _____

5. Presented by: _____

6. Time Devoted to Project Lesson: _____

(Summarize briefly – used project material and/or speaker, slide, etc.)

7. Number of Members Who Plan to Use Lesson Information:

8. Number of Members Unable or Do Not Wish to Use Information:

9. What did members do as a result of last month's project lesson? _____

10. Leader(s) Attending Next Project Lesson: _____

Lesson: _____ Portage Columbus

11. New Member(s) Gained: _____ Phone: _____

Address: _____

12. Member(s) Lost: _____

Address: _____

Reason: _____

Minutes of Regular Business Meeting. (Omit information recorded on previous page.)