

[Your Chapter Name]
[Date]
[Location]
FFA Meeting Minutes
Call to Order
The meeting was called to order by [President's Name] at [Time].
Pledge of Allegiance
Led by [Name].
Opening Ceremony
[Describe any ceremonies or rituals performed].
Roll Call
Members present: [List names or number of members present].
Absent members: [List names if applicable].
Reading of Minutes
The minutes from the previous meeting were read by [Secretary's Name].
Motion to approve by [Name], seconded by [Name]. Minutes approved.
Officer Reports
- President's Report: [Summary of president's report].
- Treasurer's Report: [Summary of treasurer's report including balance and expenditures].
- Committee Reports: [Summarize any committees' activities or reports].
Old Business
[Discuss any old business or unresolved issues from previous meetings].
New Business
[Outline any new business items discussed, proposed motions, and decisions made].
Announcements
[Include any announcements regarding upcoming events, deadlines, etc.].
Adjournment
The meeting was adjourned at [Time] by [Name].
Next Meeting
The next meeting will be held on [Date] at [Time] in [Location].
Minutes Submitted By
[Secretary's Name]
[Date]