MONTHLY MEMBERSHIP COMMITTEE MEETING AGENDA/REPORT

Chapter: _____ Date of Meeting: _____
Present: **1.**
2.
3.
4.
5.

Report by Visitors Hosts (Visitor Hosts attend meeting for this item only)
Number of Visitors attended last month _____
Number of who joined _____
Summary PALMS Report from BNIWMASS, with all monthly totals handed out: Yes / No

The following items were discussed: (Yes or No):		Comments:
Attendance Record	Yes / No	
Participation Records	Yes / No	
Punctuality	Yes / No	
Chapter Growth	Yes / No	
Complaints re: Members	Yes / No	
New Applications	Yes / No	
Chapter Problems	Yes / No	

Actions Taken:
First Warning Letters sent to: _____
Second Warning Letters sent to: _____
Probation Letters sent to: _____
Category Opening Letters to be sent to: _____
Medical/Military Leave approved for: _____
Next Recruitment Activity Program set for: _____

Categories needed: _____

Recommendations to be made to President: _____

Recommended Topics for the Education Coordinator:_____

Name and status of upcoming member renewals: A= Approved C = Conditional D = Declined

Comments for BNI Director: _____

_____

Prepared by: _____

Fax or e-mail to your BNI Director and Regional after your monthly meeting.