



[CHAPTER NAME] ALUMNI BOARD OF TRUSTEES MEETING
MONTH DAY, 20##
LOCATION

1. Meeting Called to Order at [HH:MM AM/PM]
2. Roll Call
3. Approval of the previous meeting's minutes
4. Officer Reports
 - o ABT President
 - Update on ABT since last meeting
 - Report of projects and events
 - o ABT Secretary
 - Update on ABT communication
 - o ABT Treasurer/Financial Advisor
 - Expected financial plan for the next month
 - Update on tax forms and financial records
 - o "BB" - Chapter Advisor
 - Update from International Headquarters and deadlines
 - Report of upcoming campus or IHQ events
5. Advisor Reports (*Provide a brief summary of each advisor's report*)
 - o ABT Alumni Relations Advisor
 - o ABT Risk Management Advisor
 - o ABT Recruitment Advisor
 - o ABT Member Education Advisor
 - o ABT Scholarship Advisor
 - o ABT Philanthropy and Service Advisor
 - o ABT Ritual Advisor
6. Chapter Reports
 - o "A": state of the chapter, proposed chapter bylaw changes, etc.
 - o "D": budget report, accounts payable/receivable, current balance, etc.
7. Old Business
 - o *Record all uncompleted business here*
8. New Business
 - o *Record all motions to be discussed here (example: vote for inactive status, actions concerning financial accounts, etc.)*
9. Announcements
 - o *Record any announcements to be made here*
10. Meeting Adjourned at [HH:MM AM/PM]