

Pennsylvania Federation of Injured Workers

Chapter Meeting Sample Minutes

00/00/00

Call Meeting to Order begin time here PM

Pledge of Allegiance to the Flag of the United States of America

Moment of Silence – For our troops and those injured or lost their lives in a workplace accident.

Roll Call of Board Members

- | | | |
|-----------|-----------|-----------|
| 1. Member | 3. Member | 5. Member |
| 2. Member | 4. Member | 6. Member |

Roll Call of Guests

- | | | |
|----------|----------|----------|
| 1. Guest | 3. Guest | 5. Guest |
| 2. Guest | 4. Guest | 6. Guest |

MINUTES FROM THE date of previous MEETING SUBMITTED BY: Secretary's Name

1. Motion to accept –
2. Motion to 2nd –
3. Vote –

FINANCIAL REPORT SUBMITTED BY: Treasurer

1. Motion to accept –
2. Motion to 2nd –
3. Vote –

REPORTS FROM COMMITTEES

1. Committee #1:
 - a. report
2. Committee #2:
 - a. report
3. Committee #3:
 - a. report

OLD BUSINESS

1. Old Business
 - a. Explanation of what happened
2. Old Business
 - a. Explanation of what happened
3. Old Business
 - a. Explanation of what happened

NEW BUSINESS

1. New Business
 - a. Explanation of what happened
2. New Business
 - a. Explanation of what happened
3. New Business

- a. Explanation of what happened

GOOD AND WELFARE

1. Open the meeting to the floor for discussion with guests
2. Discussion of details for the next Chapter meeting.
 - a. Location:
 - b. Date:
 - c. Time:

Adjourn Meeting

1. Motion to adjourn the meeting –
2. Motion to 2nd –
3. Vote –

The meeting for the PFIW Board of Directors adjourned at end time here PM