

# RECORD BOOK

*for*  
*Extension Homemakers*  
*Association Clubs*



*Club* \_\_\_\_\_

*Community* \_\_\_\_\_

*County* \_\_\_\_\_ *Year* \_\_\_\_\_

COOPERATIVE EXTENSION SERVICE  
EXTENSION DIVISION  
UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI  
MP54/6,67/6M



## *SECRETARY'S RECORD*

Records and reports are reflections of the past, mirrors of the present, and charts of the future.

This record book is to be kept by the secretary and will be used in making up the club's annual report.

1. Carefully keep all books, letters, and other papers belonging to the club and turn them over to the new secretary.
2. Fill in the names of officers and members, using husband's name or initials.
3. Call the roll of members and check attendance at each meeting.
4. Write the minutes of each meeting in this record book. Include:
  - (a) Motions that were made, the name of the person making the motion and whether the motion was carried or lost. If motion is voted by ballot, the number of votes for and against should be noted.
  - (b) Names of leaders or committee members appointed, and brief statements of their work and accomplishments.
  - (c) Names of new members and new officers elected.
  - (d) Program of meeting including roll call, subjects, demonstrations or discussions, with names of those on the program.

Minutes should be a statement of action, and should not criticise either favorable or unfavorably.  
Minutes may be amended.
5. Complete this record book at the end of each club year, filling in the Summary of Work for Year and bringing up to date the leaders' reports.





# *MINUTES*

Of The Meeting

Date \_\_\_\_\_ Number Present \_\_\_\_\_

Hostess \_\_\_\_\_

Visitors \_\_\_\_\_

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Of The Meeting

Date \_\_\_\_\_ Number Present \_\_\_\_\_

Hostess \_\_\_\_\_

Visitors \_\_\_\_\_

*PHOTOGRAPHS AND NEWS ARTICLES  
OF CLUB WORK*

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OF CLUB WORK*

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OF CLUB WORK*

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OF CLUB WORK*

***STORY OF THE MOST IMPORTANT  
ACCOMPLISHMENT OF OUR CLUB THIS  
YEAR***

Include activities and results of Leader Training Meetings, Reports of Special Chairmen (Family Relations, Health, Reading, Community Improvement and Public Affairs) or Accomplishments in County-wide Activities.





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