

Texas Chefs Association

Chapter Meeting Minutes

(Insert Chapter Name)



Meeting Date: Tue. Sept. 7th 2021
Meeting Time: 4:00pm- 4:20pm
Meeting Place: Grayson College Culinary Arts Dept

Meeting Called to Order by:

Recognize Host: Rusty Weatherly
Insure Roster/Quorum: no quorum, no members present

Introduce Guest: none

Recognize the Excused: Symantha Murray, Secretary

Call for the Past Meeting Minutes to be Accepted

Motion from the floor made by: *(List Member Name & Title)*

Motion seconded by: *(List Member Name & Title)*

Discussion by Assembly

Amendments

(Write Amendments to Past Minutes)

Call for a vote on the Minutes of the Past Meeting to be Accepted:

Motion of Past Meeting Minutes Was: Carried / Lost

Call for the Present Meeting Agenda to be Reviewed:

Motion from the floor made by: *(List Member Name & Title)*

Motion seconded by: *(List Member Name & Title)*

Discussion by Assembly

Amendments / New Business

(Write Amendments to Past Minutes)
Write in New Business to the Meeting Minutes

Call for a vote on the Present Meeting Agenda to be Accepted:

Motion of Present Meeting Minutes Was: Carried / Lost

Treasurer's Report:

(Insert or Record Treasure Report)

Director's Report:

(Insert or Record Directors Report)

Correspondence:

(Insert or Record Directors Correspondence)

Committee Reports:

Certification:

(Insert Chair Name / Title)

(Insert or Record Report)

Education:

(Insert Chair Name / Title)

(Insert or Record Report)

Membership:

(Insert Chair Name / Title)

(Insert or Record Report)

Apprenticeship:

(Insert Chair Name / Title)

(Insert or Record Report)

Committee Reports (cont.):

Social Outreach:

(Insert Chair Name / Title)

(Insert or Record Report)

Fund Raising:

(Insert Chair Name / Title)

(Insert or Record Report)

Public Relations & Social Media

(Insert Chair Name / Title)

(Insert or Record Report)

Culinary Arts & Competition

(Insert Chair Name / Title)

(Insert or Record Report)

Chapter Social

(Insert Chair Name / Title)

(Insert or Record Report)

Old Business:

- A.
- B.
- C.
- D.

New Business

Round Table:

- A. We discussed the impact of Covid 19 on our members which caused the no quorum.
- B. Discussed the items that need to be done to get ready for State convention
- C. Discussed what to do for the next meeting.

Adjournment

Motion from the floor made by: (List Member Name & Title)

Motion seconded by: (List Member Name & Title)

Discussion by Assembly

Call for a vote on Adjourning the Meeting:

Motion to Adjourn Meeting Was: Carried / Lost

VERY IMPORTANT!!! List the date, place, address and time for the next meeting in full.

Please do not take for granted that it's common knowledge your chapter always meets every 2nd Monday of the month at 3 pm. Sometimes it does change so to make sure it is recorded accurately, be sure it is included at the close of your minutes.

