

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 BNINet, 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 Leave approved for: _____
- Next Recruitment Activity Program set for: _____

Categories needed: _____

Recommendations to be made to President: _____

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

Comments for BNI Director: _____

Prepared by: _____

Fax to your BNI Director after monthly meeting.