

INSTITUTE MINUTE BOOK EXPLANATIONS

The secretary-treasurer should know the rules and regulations governing the Institute, which are contained in the Hand Book.

Make space allowed for minutes of "Monthly, Executive and Special Meetings" to record ALL meetings connected with the Institute. The minutes should be written successively according to dates.

There should be a clear, concise record of proceedings. They should be written in the past tense. Each item of business should constitute a separate paragraph. The first paragraph should give the place and date of meeting, the name of the presiding officer and the number of members present. The second paragraph should record the reading of the minutes of the previous meeting, and whether they had been approved at the close of the previous meeting. Subsequent paragraphs should be recorded in order of occurrence.

When a motion is made, the name of the mover should be given and the result of the vote should be given, as: "Moved by Mrs. Smith, and seconded, that Carried."

Numbers on the programme should be mentioned briefly. A short summary of the discussion should be given. The secretary should not express her own opinion in the minutes. If it is desirable to record a complete description of the work (including a full description of its procedures, field of subject matter covered, and expected results), it should not be included in the minutes, but should appear in a separate report.

The last paragraph should record the closing of the meeting. The minutes should be signed by the secretary and, when confirmed by the meeting, by the chairman.

The second section is for a chronological list of meetings held. This record should include the date of meeting, attendance and number of addresses.

The next section is for a record of cash transactions. The left-hand page should contain a list of both receipts and expenditures; that is, the source from which the money was obtained and the purpose for which it is expended. The detailed amounts should be given in dollars and cents.

Sample Entries on Cash Page

- Dec. 30 — Members' fees, \$8.50; Township grant, \$10.00.
- Jan. 8 — Expenses of Mrs. A. in attending convention, \$2.25.
- Jan. 10 — Queen's Hotel, Board for Lecturer, \$1.25; Postage, 20c.

Receipts

Expenditures

Grants	Totals	Postage Stationery and Publicity	Dept. Instruction	Miscellaneous	Total
\$10.00	\$18.50			\$2.25	\$20.75
		\$.20	\$1.25		\$1.45

The financial statement for the year ending April 30th should be made up following the cash record, one copy being sent to the district secretary and one to the Institute. This statement must include the balance on hand according to the cash record at the close of the year, and must also contain an accurate summary of all receipts, including the expenses for the year and a statement of the balance on hand at the close of the year. An incorrect copy of the annual statement should be made before the year closes, and being entered exactly opposite the heading to which it belongs.

The names and addresses of officers each year is space allowed for names of members in the membership section until the fee of 50c has been paid. The names of new members may be added each year, and renewals should be indicated. Indicate when fee was paid and when the name was renewed. Do not duplicate same during the year. Get the correct name and address of each member and enter it in the same way. Do not send the page of the membership card to the next year.

The space in this book allows for the recording of the names of members and should be sufficient for any Institute. The secretary should maintain a separate record of the names of members who have been dropped from the membership card.