**Secretary Minutes Writing Exercise**

**Directions:** Leave out all unnecessary information. Put them in the correct order, as they would have happened in a well-run meeting. Add information, if needed, to make the minutes correct (names for motions and whether the motion passed or failed). You have 10 minutes.

The regular meeting of the Our Town FFA Chapter was at the ag room on May 4th, 2013. The meeting was called to order by Monty McGee at 7:30 pm. Sue Smith gave a presentation titled “Care of Pigs.” The bills for refreshments for the club tour were approved for payment. Jimmy Jones and Paula Potter talked about the varsity baseball game they went to the night before. The treasurer’s report showed a balance of $117.19. We talked about the club’s spending habits and decided that we should not have elected Eric Smith as treasurer.

The president did a crummy job of conducting the meeting. There was not much business. The secretary’s report was approved as corrected. There were six corrections but one of them turned out not to be a real correction. I didn’t change that one because the person who said it just didn’t like the motion we passed. We discussed paying a stipend to the FFA advisors for attending a meeting to make the FFA chapter better. Our advisor, Bob Smith, was unsure if he could attend the meeting, so it was postponed until next month. After 30 minutes the meeting was adjourned. Roll call was answered by 44 members, two advisors, and one guest. Ann Jones led us in a conservation activity.

A bill from the Corner Grocery Store for $21.05 for refreshments for the chapter was presented. It was announced there would be a chapter officer training July 9th and all club officers should attend. Bob Smith, our leader, thanked everyone for their help at the county dairy breakfast. Bob Smith, our leader, recognized our two state fair exhibitors. We talked again about the club having a new members’ meeting and decided to have one August 25th at 7:30 at the ag room. Before the meeting we set up the chairs in a semi-circle. Fun was had by most.