

## **House Committee Agenda and Minutes**

(With Governor presiding)

The purpose of House Committee Minutes ought to be self-evident. They are kept much in the same manner as the Lodge Minutes. The Administrator should record therein the record of all House Committee Meetings, which should generally adhere to the following agenda:

1. Roll Call
2. Minutes of Previous Meeting
3. Check of House Committee Weekly Envelope
4. Approve Payment of recurring Bills
5. Monthly House Committee Report
6. Analysis of Sales Volume and Costs
7. Inventory and Cost Control
8. Inspections
9. Decorum and Disciplinary Actions
10. Old and New Business
11. Adjournment

## **Board of Officer' Meeting Agenda**

(With Governor presiding)

1. Reading of minutes of the previous meeting.
2. Communications and notices.
3. Reports of sickness and distress.
4. Ordering of payment for recurring bills.
5. Applications for membership – report of review committee.
6. Reports of Standing and Special Committees.
7. New business from previous Lodge meeting for BOO consideration  
And recommendation.
8. Old Business
9. Nine o'clock ceremony.
10. Good of the Order
11. Adjournment.