



*Orlando Area Council Of Beta Sigma Phi  
Meeting Agenda*

Reminders:

- Please turn cell phones off or to vibrate
- Be respectful of each other and do not hold side conversations when someone else has the floor

Lighting of Candles

- **Vice President:** Beta ~ Sigma ~ Phi
- **All:** I am thy Sister

Meeting called to order at: \_\_\_\_\_ PM

- Stand and join hands for the Opening Ritual
- Pledge of Allegiance
- Establish Quorum

Review of previous month's minutes

- Did everyone receive last month's minutes?
- If no changes, etc., the minutes will stand approved as submitted.
- Otherwise, the minutes will stand approved as corrected

Official Communications from International

Unofficial Communications

Executive Board Reports:

- Vice President
  - Refreshments
  - List of Prospective Members
- Recording Secretary
- Corresponding Secretary
  - Any cards to send out from Council?
- Treasurer
  - Any outstanding receipts to be given to Treasurer

*Committee Reports*

- Area Conference
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- By-Laws/Parliamentarian
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➤ Directories

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➤ Founder's Day

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➤ Legacy

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➤ Scrapbook

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➤ Social Media/Publicity

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➤ Sweetheart

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➤ Ways & Means

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➤ Website ([www.bsporlando.net](http://www.bsporlando.net))

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➤ Woman of the Year Event

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Old Business

New Business

Chapter Announcements

Reminders:

- Upcoming OAC Events or other Area Luncheons
- Next Council Meeting – Date | Time | Location
- Have written copies of committee reports and/or chapter announcements available at each meeting for each chapter and each Executive Board Member
- Check Chapter mailboxes before you leave
- Check website & social media for regular updates!

President's Message

Meeting adjourned at: \_\_\_\_\_ PM

Closing Ritual & Mizpah

