Chapter Activity Report

To assist ASCnet in providing you and the membership tools to be successful, please take a few minutes to complete this form. Please return the completed form along with the **meeting minutes** *(or you may use the following pages for minutes)* and **meeting roster** by email to murielh@ascnet.org or fax 224-220-1443 **within two weeks** after the meeting.

Name of Chapter					
Chapter Contact		Phone		Email	

Date of Meeting	
Start and End Time	
Meeting Site	
Meeting City and State/Province	

Type of Meeting *(check all that apply)*

Membership Meeting	☐
Chapter Board Meeting	☐
Education Event	☐
Networking Opportunity	☐
Visit with Local Vendors	☐
Meet with ASI	☐
Other (please specify)	

Attendance Information

Final Attendance Number	
Number of Members attending	
Number of Non-Members attending	
Number of Member Agencies Attending	
Number of Non-Member Agencies Attending	
Member Agencies Invited	
Non-Member Agencies Invited	

Meeting Specifics

Meal Provided	☐ Yes ☐ No
Meeting Fee Members	
Meeting Fee Non Members	
Fee for additional person from same company	

Speaker(s)	Presentation Topic(s)

Comments

Submitted by Signature		Date	

Applied Systems Client Network
2340 S. River Road, Suite 311, Des Plaines, IL 60018
224-220-1444 FAX: 224-220-1443

Chapter Meeting Minutes Template

Meeting minutes for each of your Chapter Meetings are required. Please feel free to complete the following for your Chapter Meeting Minutes. Or you may submit your minutes separately to Muriel@ascnet.org or by fax to 407-869-0418.

Name of Chapter					
Minutes submitted by		Phone		Email	
Date of Meeting		Meeting Location			
Business Meeting was opened and conducted by *(officer's name)*					
Business topics presented					
Treasurer's Report was provided by *(officer's name)*					
Secretary's Report was provided by *(officer's name)*					
Attendee questions *(from business meeting)*					
Committee Liaison Reports Provided *(check any that apply)*	☐ Chapters Committee ☐ Education Committee ☐ Product Advisory Committee		☐ Industry Solutions Committee ☐ Member Relations Committee		

ASCnet announcements or information provided	☐ TENCon ☐ Summits ☐ Other	☐ How to update contact information ☐ Member Benefits Presentation

☐ Officers were Introduced	☐ First Timers were introduced and welcomed	☐ Future Chapter meeting dates were announced

☐ Officer nominations opened at this meeting	☐ Election information provided *(how to vote, when ballots will be sent out, who can vote or announcement of the newly elected officers)*

Speaker		Topic	
Presentation highlights			
Attendee discussions or questions			
Speaker		Topic	
Presentation highlights			
Attendee discussions or questions			

Chapter Meeting Minutes Template

Speaker		Topic	
Presentation highlights			
Attendee discussions or questions			
Speaker		Topic	
Presentation highlights			
Attendee discussions or questions			

Product demonstrations were conducted covering the following products	

☐	Door prize drawings were conducted	The meeting ended at:

Please feel free to use the following area for additional information.