



# Delta Gamma

1873

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## \_\_\_\_\_ Chapter vp: finance and Honor Board Working Meeting Minutes

*The vp: finance shall attend the first Honor Board meeting that occurs following the 10th of each month for finance poor standing updates.*

*\*vp: social standards must upload to Anchorbase within 24 hours to be reviewed and approved by the RFS/RFHS*

**DATE:** \_\_\_\_\_

**TIME MEETING BEGAN:** \_\_\_\_\_ a.m./p.m.

**MEMBERS PRESENT** (please add full name next to position if in attendance):

vp: social standards: \_\_\_\_\_

president: \_\_\_\_\_

junior member: \_\_\_\_\_

sophomore member: \_\_\_\_\_

member at large: \_\_\_\_\_

Honor Board adviser: \_\_\_\_\_

vp: finance: \_\_\_\_\_

Other meeting attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VP: FINANCE REPORTS ON THE FOLLOWING, HONOR BOARD MEMBERS TAKE NOTES BELOW OF ALL DISCUSSION:**

- List Below: All new members with outstanding debt:
  - o greekbill > Reporting > Past Due Receivables; then, Member roster > more views > member type > sub type/billing type. Choose “new member” in the drop-down.

[illegible]

- List Below: Members with outstanding debt:
  - o greekbill> Reporting>Past Due Receivables

Last Name, First Name	Amount Due	# Days Past Due	Date of Last Payment	45 Day Letter Sent (if applicable)	APN or SOR filed? (list which one)

- List Below: Members with outstanding contracts (i.e. Dues & Fees; MHAs; RAs - if known):
  - o (greekbill>Reporting>Unsecured Receivables).

[illegible]

- Past due receivables from non-members (alumnae/resignations/expulsions):
  - o (greekbill>Reporting>Past Due Receivables>Change drop-down box from Member to Alum/Non-Member).

[illegible]

- Discussion/updates on Excused Status:
  - o Review of members currently on excused status and length on status. This will be filled out at the first meeting of the semester/quarter. Any additions will be made in the section below.

[illegible]

- o Review of any new excused status applications: Do they qualify? How will it affect the budget? (list names below).

Last Name, First Name	Type of Excused Status Application	Do they qualify?	How will it impact the budget?

- o Any members ready for reorientation from transfer or excused status (list names below)?

Last Name	First Name	Type of Excused Status or return from transfer (be specific)	What will you do to help them return?

## GENERAL DISCUSSION:

- Chapter Education:
  - o What specific finance education do chapter members need? (i.e. who to go to when they can't pay; what financial excused status is; why filling the house is so important)
  - o Any confusion with processes or BLSRs that Honor Board can help clarify? (i.e. getting APNs vs. SORs; assigning/signing RAs (if housed); points system questions; where budgeted money goes; MHA contract for non-housed, etc.)
    - \*This might be a great way to identify a monthly topic that finance educates the chapter on at a chapter meeting.

- o Are there any members who have requested a visit with Honor Board to discuss financial issues?

Last Name, First Name	Year in School	Amount Due on GB	What would they like to talk about?

#### ACTIVITY LOG UPDATES:

- Any members who have satisfied their APN or probation period? Please list names and any changes here.

Last Name, First Name	On APN or SOR?	Should APN be removed? Have they met with HB (SORs)?	Reason (Paid/resigned/?)

**TIME MEETING ADJOURNED:** \_\_\_\_\_a.m./p.m.

**RESPECTFULLY SUBMITTED BY:** \_\_\_\_\_