



Chapter Success Meeting Form

Chapter: _____ Scribe: _____ Date: _____

In Attendance:

1. _____ 4. _____ 7. _____
2. _____ 5. _____ 8. _____
3. _____ 6. _____ 9. _____

	Result	Action Item
☐ Review action items from last meeting		
☐ Review Visitor Attendance Number of visitors in the last month? Who has applied? Who needs follow-up?		
☐ Membership Review Number of new members last month? Number of dropped last month? Net growth last month? (goal net 1 per month)		
☐ Reports Review ☐ Chapter Roster Report ☐ PALMS Data on Roster Report ☐ Chapter Traffic Lights	☐ Full Leadership Team?	

	Result	Action Item
☐ Other		
☐ Passport to Success Progress Name: _____ Name: _____ Name: _____ Name: _____		
At this point the President, Secretary/Treasurer and Visitor Host Coordinator leave the meeting.		
☐ Member Traffic Lights Report based on Power of One Review Name: _____ Name: _____ Name: _____	☐ How can you help members in the gray/red?	
At this point the Mentor Coordinator leaves the meeting.		
☐ Seven-Month Reviews Name: _____ Name: _____ Name: _____ Name: _____		
☐ Approving Renewals Name: _____ Name: _____ Name: _____ Name: _____	Is he/she going to renew? ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	
☐ Progress of Written Complaints		

☐ Recommendations for the Chapter President

☐ Recommendations for the Director Consultant