

Quies



Praised be Jesus-Christ!

Agenda of the _____ meeting of the _____ board

which will be held _____ Skype Google+ _____

- 1- Opening prayers (to be determined) (short)
- 2- Spiritual reading (from the carthusian statutes) (short)
- 3- Reading and approval of the minutes of the last meeting (read by the secretary)
- 4- Follow up on the last meeting (discussion)
- 5- Correspondence (transmission of any news or important correspondence)
- 6- New memberships
- 7- Reports from officers (Officers report on their assignments since the last meeting)
- 8- Prayer (short)
- 9- Spiritual reflection (on the spiritual reading) (5 min)
- 10- Secret collection (if necessary)
- 11- Taking of presences (note presences and absences)
- 12- Ends of terms (leaving officers)
- 13- Nominations (new officers)
- 14- Financial report (by the treasurer)
- 15- Visitations reports (if any since the last meeting)
- 16- General questions (propose new projects, discuss procedures, etc) _____
- 17- Concluding prayers

The next meeting will be held _____ Skype Google+ _____

The length of the board meeting should be limited to a maximum of 90 minutes

Our Lady of Good Counsel, pray for us!

NOTE: *This document is proposed as a starting point reference, some superfluous elements might become useful with time, all suggestions and ideas are most welcome, subject to evolve and be discussed in meetings when necessary.*