

# 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.*