

# Quies



**Praised be Jesus-Christ!**

**Report** of the \_\_\_\_\_ **board meeting** held \_\_\_\_\_  Skype  Google+  \_\_\_\_\_

- 1- The meeting started at \_\_\_\_\_
- 2- The meeting was not recorded in video/audio. | The meeting was recorded in video/audio with the permission of all the participants and the audio/video file is archived at the secured URL: \_\_\_\_\_
- 3- The meeting was presided by \_\_\_\_\_ who welcomed the participants.
- 4- The opening prayers were said by \_\_\_\_\_
- 5- The spiritual reading was taken from \_\_\_\_\_
- 6- The last meeting minutes were read, approved and signed \_\_\_\_\_
- 7- A follow up on the last meeting ensued (discussion) \_\_\_\_\_
- 8- Correspondence or news were exchanged \_\_\_\_\_
- 9- No new memberships were announced. | New memberships were announced \_\_\_\_\_
- 10- Officers reported on their assignments since the last meeting \_\_\_\_\_
- 11- Prayer followed
- 12- Spiritual reflection on the spiritual reading was exchanged \_\_\_\_\_
- 13- A secret collection was not held. | A secret collection was held by the treasurer \_\_\_\_\_
- 14- The taking of presences and absences was held and recorded on the presences report sheet which is archived at the secured [URL](#): \_\_\_\_\_
- 15- There were no ends of terms of leaving officers | There were ends of terms of leaving officers \_\_\_\_\_
- 16- There were no nominations of new officers | There were nominations of new officers \_\_\_\_\_
- 17- The treasurer presented the financial report which is archived at the secured [URL](#): \_\_\_\_\_
- 18- There were no visitation reports. | Visitation reports were read and discussed \_\_\_\_\_
- 19- General questions, were discussed \_\_\_\_\_
- 20- After the concluding prayers the meeting ended at \_\_\_\_\_

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.*