

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.