

Quies



Praised be Jesus-Christ!

Report of the _____ exchange group meeting

held _____ Skype Google+ _____

On the theme _____

- 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 revised, approved and signed _____
- 7- A follow up on the last meeting ensued (discussion) _____
- 8- Correspondence or news were exchanged _____
- 9- New memberships or no new memberships were announced
- 10- The group exchanged and discussed on the theme subject _____
- 11- Prayer followed
- 12- Spiritual reflection on the spiritual reading was exchanged _____
- 13- The secret collection was held or not (if necessary)
- 14- The taking of presences was held and recorded in the presences report sheet (noting presences and absences)
- 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- General questions, proposed readings, were exchanged _____
- 19- After the concluding prayers the meeting ended at _____

The next exchange group meeting will be held _____ Skype Google+ _____

The length of the exchange group meeting should be limited to a maximum of 60 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.*