

## Community Meeting Minutes

Updated April 2018

*This is offered by way of advice and is not considered binding as policy.*

Items normally included in community meeting minutes:

- Date and time meeting convened, place of the meeting
- List of who was present and who was absent
- Names of inquirers
- Special guests, if any
- Clothings or Promises, if any
- Special presentation, if any, speaker and topic
- Short summary of the business part of the meeting
  - Approval of minutes from the last meeting
  - Announcements
  - Treasurer's Report –
    - Current balance
    - Any large payments in the last month (over \$50)
    - Upcoming community expenses
    - Upcoming member expenses (i.e. retreat fee, yearly dues, provincial assessment)
  - Highlights of other reports given ( i.e. Infirmarian, retreat team, apostolate team)
  - Action items
- Assignments for next month for each formation level and for community formation
- Time meeting adjourned