

SAMPLE OUTLINE OF MINUTES

NAME OF LOCAL UNIT
NAME OF LOCAL CHURCH

The meeting of the Executive Committee was called to order on _____, 19__ at the _____ by the President, _____.

Devotion and prayer were given by _____ using _____ or by reading _____.

ATTENDANCE:

Present:

Absent:

Regrets:

MINUTES:

Date of last meeting Executive Committee meeting minutes were read and corrected:

CORRESPONDENCE:

FINANCIAL REPORT:

OFFICERS' REPORTS:

COMMITTEE REPORTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

MOTION:

_____ moved to _____
Motion was seconded and discussed.
Motion was carried.

MOTION:

_____ moved to _____.
Motion was seconded and discussed.

PRIMARY AMENDMENT:

_____ moved to _____.
Amendment was seconded and discussed.
Amendment was inserted.
Main motion with amendment insertion was carried.

_____ presented a program titled _____.

ANNOUNCEMENTS:

No further business presented. _____ adjourned the meeting.

Submitted by:

Secretary

