

Quarterly Meeting Minutes Report
Quarter ____ 2017

Lodge: District: Date: Time:

Location of Meeting:

Call to Order by Presiding Officer:

Opening Prayer by:

Pledge of Allegiance:

Roll Call of Officers:

Special Guests and Visitors:

Old Business

Minutes Distributed from Previous Meeting – Comments:

Vote of Acceptance on Previous Meeting Minutes

 Motion Made by:

 Seconded by:

Treasurer's Report – Comments:

 Motion Made by:

 Seconded by:

Reports on Events & Activities since Last Meeting (*Special Reports, Committees, etc.*):

Additional Unfinished Business:

New Business

Correspondence (*includes mail and email*):

Updates on Future Activities and Events in the Planning Process and Next Steps:

Open Floor Request for New Ideas, Activities or Business:

Reports by Special Guests or Visitors (if applicable):

Election of Officers (Only when applicable; 4th Quarter.)

Announcements/Reminders of Upcoming Activities, Events and Next Meeting:

Adjournment and Closing of Meeting

Motion Made by:

Seconded by: