

(Minutes begin by stating by what authority meeting is held. Date, time and place of each meeting stated in words)

NAME OF THE CHURCH: The NN United Church
MEETING TITLE: Name of the group meeting (*e.g. The Official Board*)
DATE: Sunday, September 2, 2018 **TIME:** at 1:30 p.m.
LOCATION: held in the NN Church's Perth Hall, 123 Main St., Toronto

BOARD MEMBERS/ATTENDEES PRESENT:

(Names, in full of the meeting participants, corresponding members and those unable to attend e.g. "regrets")

Present:

Regrets:

Corresponding Members:

CALL TO ORDER/ WELCOME

(Name of chair/ presiding officer: NN) welcomed everyone to the (Date: *e.g. September 2, 2018*) meeting of (Name of the group meeting: *e.g. the Official Board*).

CONSTITUTION

In the name of Jesus Christ, the only head of the church and by the authority vested in her/him, (Name of Chair: NN) called this duly constituted meeting of (Name of the group meeting: *e.g. the Official Board of NN United Church*) to order at (Time listed: *e.g. 1:30 p.m.*) to deal with such business as should properly come before it.

QUORUM

(Minutes state that a quorum was or wasn't present.)

The Chair declared a quorum was present.

OPENING DEVOTION

(Worship: Minutes state that meetings opened/closed with a prayer/Benediction.)

(NN) led (Name of the group meeting: *e.g. the Official Board*) in a time of devotion.

APPROVAL OF AGENDA/CHANGES TO THE AGENDA

(Agenda: state any changes/additions made to the circulated agenda, and then to be approved)

The following changes were made: 1, 2,...

Two additions to New Business items: 1, 2,...

MOTION (in bold so stand out) by NN/ NN

That (Name of the group meeting: *e.g. the Official Board*) approve the agenda for this September 2, 2018 meeting as printed/ amended/ corrected.

CARRIED (in bold so stand out)

APPROVAL OF PREVIOUS MINUTES

(Minutes of last meeting: a motion, or a statement that minutes of the last meeting were presented/ circulated and approved. Corrections/amendments to previous meeting minutes should be outlined.)

MOTION by NN/ NN

that (Name of the group meeting: *e.g. the Official Board*) approve the minutes of (Date of previous meeting: *e.g. June 3, 2018*) as printed/ amended.

CARRIED

MOTION FOR CORRESPONDING MEMBERS

MOTION by NN/ NN

that (Name of the group meeting: *e.g. the Official Board*) make all visitors corresponding members for this meeting.

CARRIED

CORRESPONDENCE

List of correspondence received since last meeting

BUSINESS ARISING

Discussion and Decisions made on topics/items arising from previous meeting minutes and listed in the present Agenda are entered here.

Each item should be entered as a separate paragraph heading. Use of margin note can be included to highlight the topic...

Decision making: State clearly proceedings and resulting decisions/action taken, or agreed to be taken/next steps for each item of business including motions, resolutions, and petitions. All should be expressed in full, with full names of corresponding movers and seconders included.

Outcome of voting should be clearly indicated: e.g. carried, deferred, defeated, amended, etc.

Support material for an item discussed should be included as an Appendix, numbered sequentially and included at the end of the Minutes.

MOTION by NN/ NN

that (Name of the group making the motion: *e.g. the Official Board*) exact words of the motion are entered...

CARRIED

NEW BUSINESS

New Items on the Agenda are then discussed and entered in the same manner as outlined under "Business Arising" above.

NEXT MEETING

(Date of next meeting: Optional)

The next meeting of (Name of the group meeting: *e.g. the Official Board*) will be on (Date: *e.g. Sunday, November 4, 2018*) at (Location: *e.g. the Church's Perth Hall*) at (Time: *e.g. 1:30 p. m.*)

CLOSING PRAYER

(NN) led the Board in a closing prayer/ Benediction.

ADJOURNMENT/ TERMINATION OF THE MEETING

(Record time meeting adjourns)

(Name of Chair: NN) declared this meeting of (Name of the group meeting: *e.g. the Official Board*) terminated at (Time: *e.g. 3:30 p.m.*)

NN - CHAIR

(Name below line & Signature above)

NN - SECRETARY

(Name below line, signature above)

Signatures: Once approved, minutes of each meeting must be signed by presiding officer and secretary.

Please note:

√ Hard copy printout is required

If Minutes of meetings are stored digitally there must be a hard copy printout of the Minutes for each meeting as the official record, stored in binder and kept up to date.

√ No portion of a page should be left blank.

No unnecessary vacant spaces are to be left within Minutes or between Minutes of successive meetings. If any such vacant spaces occur, they shall be ruled with a diagonal line from writing to bottom of the vacant space/page.

√ Changes to the Minutes after approval

All erasures and changes are to be initialed in margin by secretary.

No changes after the records are officially approved except by court or higher court.

√ Paging of Minutes

Pages are numbered consecutively at outside edge of each page (suggested format: page number, current year, month, day, name of the group meeting: *e.g. 1-20180902 The Official Board*)