

Moose Legion Meeting Agenda



Moose Legion: _____ No _____

Meeting Date: _____ Start Time: _____ a.m. p.m.

Host Lodge: _____ No: _____

Host Lodge Location: _____ State: _____

Meeting Type:

- Board of Directors
- General Membership:
- Quarterly Celebration: Annual Summer Fall Winter Addt'l _____
- All-State/Provincial:
- Mini-Celebration; Purpose: _____

Quorum of 4: Yes No

Quorum of 7: Yes No

Committee; Committee Name: _____

Presiding Officer: _____

Absent Directors / Members:

- President Vice-President Secretary Chaplain
- Fraternal Director Financial Director Jr. Past Pres Chairman
- Other: _____

Agenda	Action
Call to Order, Prayer, Roll Call, Pledge	
Presiding Officer Comments	
New Communications <ul style="list-style-type: none"> <input type="checkbox"/> Officer Communications <input type="checkbox"/> Jurisdiction News <input type="checkbox"/> Community News <input type="checkbox"/> Website Updates <input type="checkbox"/> Upcoming Dates <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A 	
Old Business – Previous Minutes <ul style="list-style-type: none"> <input type="checkbox"/> Action Item Status (e.g., Closed, New, Pending) 	

Agenda	Action
Membership Report <ul style="list-style-type: none"> <input type="checkbox"/> Sickness & Distress <input type="checkbox"/> Active/Inactive Rolls <input type="checkbox"/> Arrearage Reports <input type="checkbox"/> Campaign Updates <input type="checkbox"/> Application Status <input type="checkbox"/> Conferral Status (#; Names) <input type="checkbox"/> LMLC Updates; Site Visits <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A 	
Financial Report <ul style="list-style-type: none"> <input type="checkbox"/> Monthly Income \$ <ul style="list-style-type: none"> - Endowment Fund, Donations, etc <input type="checkbox"/> Monthly Expenses \$ <ul style="list-style-type: none"> - Bills (new, paid, pending) - MI Liabilities <input type="checkbox"/> Budget Issues/Concerns <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A 	
Committee Reports <ul style="list-style-type: none"> <input type="checkbox"/> Membership Building <input type="checkbox"/> Membership Retention <input type="checkbox"/> Publicity & Member Relations <input type="checkbox"/> Audit Committee <input type="checkbox"/> Fraternal Operations <input type="checkbox"/> Fundraising <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A 	
Other _____	
Endowment Fund Collection	
Other New Business	
Good of the Moose Legion	

Approval Signatures:

President (or Presiding Officer) Signature: _____ Date _____

Secretary _____ Date _____

NOTE: If you are reusing this template to electronically record meeting minutes: a) print the completed minutes, b) obtain the required approval signatures, c) tape the printed copy into a bound notebook, or insert the printed copy into 3-ring binder, and then, d) store your electronically-saved meeting minutes on your computer in a 'Meeting Minutes' folder. Don't forget to forward meeting minutes to the Assistant Secretary within 15 days!