

# 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; Pledge   |        |
| Presiding Officer Comments  |        |
| New Communications <ul style="list-style-type: none"> <li><input type="checkbox"/> Office Communications</li> <li><input type="checkbox"/> Jurisdiction News</li> <li><input type="checkbox"/> Community News</li> <li><input type="checkbox"/> Website Updates</li> <li><input type="checkbox"/> Upcoming Dates</li> </ul> |        |
| Old Business – Previous Minutes <ul style="list-style-type: none"> <li><input type="checkbox"/> Action Item Status (e.g., Closed, New, Pending)</li> </ul>  |        |

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

\*\*\*\*\* Forward meeting minutes to the Assistant Secretary within 15 days! \*\*\*\*\*