

## **Suggested Committee Meeting Agenda:**

*(This guide may be used by the committee chair to make a more specific agenda.)*

- 1) Open with prayer of choice.
- 2) Identify volunteer to act as secretary to take notes.
- 3) Fill in contact information form for those present. *(Make copies for the committee folder and each member.)*
- 4) Read the purpose of this committee.
- 5) Read the minutes of the last committee meeting.
- 6) Unfinished business: Anything scheduled for last meeting that was not addressed or completed.
- 7) New Business: New projects or issues to be addressed.
- 8) Decide who will write the report and who will present it to the assembly.
- 9) Close the meeting with prayer of choice.

*Fill in the committee minutes and report forms. (Make copies for the committee folder and each member.)*

### **Notes:**

**The Region 5 \_\_\_\_\_ Committee Meeting MINUTES**

**for Saturday, \_\_\_\_\_, 20\_\_\_\_**

**Acting secretary:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Others members present:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notes:**

**The Region 5 \_\_\_\_\_ Committee Meeting REPORT**

**for Saturday, \_\_\_\_\_, 20\_\_\_\_**

*Business:*

**Decisions made:**

**Actions taken:**

**Assignments made:**

**Issues for later:**