

(SAMPLE)  
Minutes of the *(Date)* Special Meeting  
of the Board of Directors of  
*(Parish Corporate Name)*

The special meeting of the Board of Directors of *(Parish Corporate Name)* was held on the *(Day)* day of *(Month)*, 2004 at *(Time)*. Board members in attendance were: *(Names of Pastor and two Trustees)*.

*(Pastor's Name)* acted as Chairmen of the meeting and *(Secretary's Name)* acted as Secretary thereof.

The Chairman announced that a quorum was present and the meeting having been duly convened, proceeded with its business.

The Secretary presented proxies of the Bishop and Vicar General, which were duly filed in the corporate record book.

The Secretary presented and read to the meeting the minutes of the last meeting. These minutes were unanimously approved.

(The remainder of the minutes should reflect approval of any other corporation resolutions for which proxies have been obtained.)

There being no further business to come before the meeting the meeting was thereupon adjourned.

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Secretary