

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

The annual 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 Chairman 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 Chairman announced that (*Name of Trustee*) and (*Name of other Trustee*) had been designated and appointed by the Bishop, Vicar General and Pastor, by written appointment, for two-year terms. The written appointment was presented and entered upon the records of the corporation.

(*Name of Member*) moved to proceed with the election of the Secretary and treasurer of the corporation pursuant to the By-Laws.

(*Name of Secretary*) was nominated for the office of Secretary and was elected by unanimous vote of the members.

(*Name of Treasurer*) was nominated for the office of Treasurer and was elected by unanimous vote of the members.

The Parish financial records were examined and the following motion was duly made, seconded and unanimously carried.

WHEREAS the Vice President, Secretary and Treasurer have examined the parish financial records and annual report of all receipts and expenditures of the corporation,

AND WHEREAS, the same will be published to the parish and sent to the Bishop,

NOW THEREFORE BE IT RESOLVED THAT the parish financial records and annual report of all receipts and expenditures of the corporation are hereby ratified and approved,

RESOLVED FURTHER THAT the same shall be published to the parish and sent to the Bishop in accordance with Article VII of the By-Laws of this corporation.

(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