

Monthly Business Meeting Agenda / Minutes

Time in:

Date:

Completed by:

Members Present:

- ◇ **Read Minutes from last meeting**
- ◇ **Meeting details to discuss / review**
 - Service Positions
 - **Secretary** –
 - **Treasurer/Report** –
 - Total cash on hand \$_____ (How much in reserve? \$_____)
 - Rent paid through what month? _____
 - Items to pay this month:
 - Literature:
 - Rent:
 - Intergroup donation:
 - Other
 - **Intergroup Rep/Report** –
 - **Literature Rep/Report** -
 - Do we need to order:
 - Pamphlets
 - Coins
 - Books
 - Other
 - Discuss Process
 - Daily format
 - Weekly schedule
 - Logistics
 - Time of meeting
 - Room needs
 - Other
- ◇ **Phone list**
- ◇ **Fellowship Activities**
 - Past / Present / Future
- ◇ **Other items / Action items**

Time out: