

## Annual Meeting Agenda

1. Call to Order

The Vice President (Pastor) acts as chairman of the meeting.

2. Roll Call

The Pastors and two lay trustees should be present. The secretary presents the proxies from the Bishop and Vicar General. These must be filed with the minutes.

3. Minutes

The secretary reads the minutes of the previous meeting and the members present should approve them.

4. Appointment of Trustees

The chairman presents the completed Appointment of Lay Trustees form and announces their appointment. This form must be filed with the minutes. This item is skipped if no terms have expired.

5. Secretary and Treasurer

The members elect these officers if the appointment of trustees was announced above.

6. Parish Financial Records

Examine and approve the parish financial records.

7. Other Business

Any corporate resolution (motion) requires the vote of the Bishop and Vicar General, and therefore, there must be an appropriate proxy for the resolution that must be filed with the minutes.

8. Adjourn