**MINUTES OF THE ANNUAL MEETING**

**OF THE TRUSTEES OF**

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Parish Corporation Name

Held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [place of meeting]

 On the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_ a.m./ p.m.

PRESENT ABSENT

 [ ] [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ] [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ] [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Pastor/Secretary- Treasurer opened the meeting with a prayer.

 **DISCUSSION ITEMS AND REPORTS:**

1. Pastor/Secretary- Treasurer Report on the State of the Parish:

 [*reflect details of report]*

2. Parish Council Report:

 [*reflect details of report]*

3. Finance Committee Report:

 a. Review of Financial Statement

 [*reflect details of report and attach financial statements]*

 **NOTE:  *A resolution should be adopted approving the Finance Committee’s Report.***

 ***Report. Reflect who made and seconded the resolution.***

4. Other Committee report [i.e. Buildings and Grounds, etc.]:

 [reflect details of report]

 **NOTE: *Adopt one resolution approving all reports.***

5. Old Business:

 [*reflect items discussed]*

6. New Business:

 [*reflect items discussed]*

7. Appointment of Parish Trustee resolution:

 Extending Trustee’s / Trustees’ appointment by a year or proposing a new Trustee(s).

 [*reflect items discussed]*

**NOTE:**

 I. In all cases where approvals were required and /or any action taken, resolutions should be made,

seconded, and adopted. The minutes should reflect the name of the persons who made and

 seconded the resolution(s) and the vote (i.e. unanimous; number in favor of, against, or any

abstentions).

II. If any documents are approved (i.e. contracts and/or By-Laws), copies should be attached to the

 Minutes and the Minutes reflect that copies are attached.

 III. All Minutes are to be signed by all five Trustees.

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Most Rev. Michael W. Fisher

 Bishop of Buffalo

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Rev. Peter J. Karalus

 Vicar General/Trustee/Vice President

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 Pastor/Trustee/Secretary-Treasurer

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 Lay Trustee

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lay Trustee

The above action of the Trustees is hereby approved.

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Most Rev. Michael W. Fisher

Bishop of Buffalo

\*This format may be used for any additional meeting of the Parish Trustees, but the title should be changed to reflect a regular, not annual, meeting.