

COUNCIL MEETING AGENDA (sample format)

DATE: _____ COMMUNITY NAME: _____

ATTENDANCE: _____, _____, _____, _____

_____, _____, _____, _____, _____

OLD BUSINESS

1. Secretary's report (minutes of last Council Meeting)
2. Other items of "Old Business"

NEW BUSINESS

1. Treasurer's detailed financial report
2. Formation Director's report
3. Topics/concerns that need to be discussed
 - a. Letters from the RC or LCO
 - b.
 - c.
4. Calendar review – upcoming Carmelite events/plans
5. Summary
 - a. Review all decisions/plans made at this meeting
 - b. Assignments – who is responsible to follow through on each decision/plan