**Suggested Committee Meeting Agenda:**

*(This guide may be used by the committee chair to make a more specific agenda.)*

1. Open with prayer of choice.
2. Identify volunteer to act as secretary to take notes.
3. Fill in contact information form for those present. *(Make copies for the committee folder and each member.)*
4. Read the purpose of this committee.
5. Read the minutes of the last committee meeting.
6. Unfinished business: Anything scheduled for last meeting that was not addressed or completed.
7. New Business: New projects or issues to be addressed.
8. Decide who will write the report and who will present it to the assembly.
9. Close the meeting with prayer of choice.

*Fill in the committee minutes and report forms. (Make copies for the committee folder and each member.)*

**Notes:**

**The Region 5** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Committee Meeting Minutes**

**for Saturday,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_

***Acting secretary****:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Chair:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Others members present:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***Notes:***

**The Region 5** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Committee Meeting Report**

**for Saturday,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_

***Business:***

 **Decisions made**:

 **Actions taken**:

 **Assignments made**:

 **Issues for later**: