

## Community Council Meeting

Date: \_\_\_\_\_ Community Name: \_\_\_\_\_

Attendance: \_\_\_\_\_

**Agenda:** *This is a suggested format for the agenda*

Opening Prayer

OLD Business:

Secretary's report - Summary of last Council meeting

Any unfinished business

NEW Business:

1. Treasurer report –copy of Bank Statement submitted

Current Balance \_\_\_\_\_

2. Formation Director Report:

Inquirers

Status of those in Formation

Update on Ongoing Formation

3. Topics/ concerns that need to be discussed:

Letters from Region or LCO

4. Calendar Review upcoming Carmelite events/feast days....-

5. Summary

Review all decisions/plans made at this meeting

Assignments – who is responsible for follow through

Closing Prayer