

Knights of Columbus Council #10762 Business Meeting Minutes Recorder Template

Meeting Date: _____

Call To Order at : _____

Roll Call of Officers P = Present, E = Excused, A = Absent

Officer	Name	Attendance (circle one)
Grand Knight	Grant Pieper	P E A
Chaplain	Fr. Harry Ledwith	P E (chaplain is never A)
Deputy Grand Knight	Tony Pennisi	P E A
Chancellor	Dan Pinda	P E A
Recorder	Brian Landry	P E A
Financial Secretary	Pete Karculias	P E A
Treasurer	Phil Mcelfresh	P E A
Advocate	Ron Blanchard	P E A
Warden	Tony Cale	P E A
Inside Guard	Jim Nicklaus	P E A
Outside Guard 1	Ray Swinehart	P E A
Trustee 1 Year	Joe Keane	P E A
Trustee 2 year	Dick Goddard	P E A
Trustee 3 Year	Dutch Steenbakker	P E A
Lecturer	Ron Blanchard	P E A

Approval of Minutes of Previous Meeting:

(note any corrections or additions to the minutes)

Report of Admissions and Reading of Applications:

Record any admission committee recommendations, and names of applicants

Balloting for membership:

If members are voted on, record their names and the name of the mover and ballot results

Grand Knight's Report:

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Summarize very briefly covering major points only

Treasurer's Report:

Should be submitted in writing

Reading by GK of receipts of Treasurer to Financial Secretary and Treasurer's voucher of deposit:

Note if this was done and the totals only

Reading of bills and communications:

At the GK's discretion, read and summarize letters or other items if importance:

Bills should first be reviewed by the Trustees who either approve the bill for payment or refer it to the council for approval. Bills needing council approval require a motion to pay and a vote.

Financial Secretary's Report of receipts of meeting:

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The FS should provide a report of moneys received since the last meeting

Report of Trustees:

Reports should be written and attached. Examples are audit reports and findings.

Chancellor's Report on Vocations:

May report on communications with Seminarians, call on Vocations Chairman for his report

Report of Service Program Committees

Membership Director – Dick Goddard

Program Director – Tony Pennisi

Church Director –

Community Director – Joe Gulotta

Council Director - Pete Karculias

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Family Director – Dan Pinda
Youth Director – Charles Beaty
Culture of Life – Brian Landry

Report of Round Table Chairman:

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Report of Standing Committees:

These are the Relief Committee, Memorial Committee or such others as the GK shall appoint

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Unfinished Business:

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Motions made at a previous meeting where disposition was deferred to this meeting.

New Business (if elections are in order, they are always the first item under new business)

Record all motions made, the mover's name and the disposition. It is not necessary to record details of discussion.

Report of Fourth Degree:

Just record any important announcements.

Field Agent's Report:

Just record any important announcements

District Deputy's Report

Just record any important announcements

Brothers in Distress or in need of prayer

Record names of those in need of prayer

Good of the Order:

If a special presentation, speaker or other noteworthy event takes place, mention it with the name of the presenter or speaker.

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Meeting Adjourned at: _____

Additional Notes:

Use this space for continuation or other notes

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