

# SAMPLE FORMAT

## Annual Minutes of the Parish Corporate Board

The officers and trustees of \_\_\_\_\_ a North Dakota corporation, held an annual meeting on \_\_\_\_\_ beginning at \_\_\_\_\_. The meeting was held at \_\_\_\_\_.

Name of Parish/Mission and City  
Month/Day/Year  
Time  
Location and City

**Quorum** – The Pastor as Corporate Secretary and the Trustees of the Parish/Mission constitute a quorum for this annual meeting. *(List attendees).*

**Action Taken** – The minutes of the last annual meeting held on \_\_\_\_\_ were approved and the Board took the following actions:

Month/Day/Year

- Reviewed and approved the financial reports of the Parish/Mission;
- Reviewed and approved the Parish/Mission shared cost agreement for the next fiscal year;
- Reviewed and approved the annual Parish/Mission statistical report for the past year;
- Reviewed and approved the actions of the Parish/Mission council during the preceding year;
- Reviewed and approved the next year's budget for each parish.
- (List any other actions of the corporate board).

By: (SAMPLE COPY)  
Pastor as the Corporate Secretary

Date: \_\_\_\_\_  
Month/Day/Year

*THIS SAMPLE IS A TEMPLATE FOR YOU TO FOLLOW WHEN YOU HOLD YOUR PARISH CORPORATION MEETING SO, ALL REQUIRED ACTIONS ARE CONDUCTED AT YOUR ANNUAL MEETING.*

*PLEASE CONTACT THE DIOCESE AT 701-204-7195 IF YOU HAVE QUESTIONS.*