

Official Church Letterhead

(year) (Board/Committee) MEETING MINUTES

Date, time, and place: month/date/year (11/03/03), starting time-ending time (9:30am-12:00 noon), place (church library)

Attendance: name of those present (Ken, Joshua, Frank, Debbie, Steve, Chi-Hok, Mark, Derek, Duke, and Mindy [minutes taker])

Absence: name of those absent with reason if known (Roland [business trip])

1. Worship and Prayer (if any) (Worship and Teaching: Ken led reflection and sharing on “Reading Your Gauges” by Bill Hybels.)
2. Approved (date) meeting minutes with three corrections 9-0-0 (tally of vote if a vote is required on the Board/Committee: 1st number for “agree”, 2nd number for “disagree”, 3rd number for “abstain”)

Action #1: close – Steve presented Year 2004 budget to Church Membership on Nov 23, 2003

Action #2: close – Frank sent to all EB members a copy of the relevant EB minutes on how SGV should communicate with the accountant on internship check request

Action #3: not yet, new date: XX/YY/ZZ

3. Update and Report
 - 3.1
 - 3.1.1
 - 3.1.2
 - 3.2 (Report from the Finance Committee (Steve): For the year..... Other items are still under study. Action #1: (Steve is to update in next meeting.)
4. Discussion and Brainstorming
 - 4.1
 - 4.2
5. New business
 - 5.1
6. Adjourned

These (Board/Committee) meeting minutes become official only after being corrected and approved by its members and signed by the Chairperson, (name of chairperson).

Signature: _____ Date: _____