

Appendix B - Sample Meeting Documents

Meeting Notification Letter

Board of Director
Parish Corporate Name
Address
City, State Zip

Dear [Name]

Our [Parish Corporate Name] Board of Directors will convene for a [Special, Annual, Regular] Meeting on [Day of Week], [Date], at [Time][am/pm] at [Place, Street Address, City State]. The purpose of this meeting is to [place purpose in summary here.]

In addition to that purpose, the following proposed resolution(s) will be considered and decided:

[It is hereby resolved that ... (see Sample Resolutions in Sample Documents Appendix C)]

Attached to this letter is the proposed Agenda for the meeting and minutes from the previous meeting for review and copies of any supporting documentation needed for the meeting. This notification is mailed this date to all members of the Board of Directors, _____, 20XX.

[President or Secretary], [Title]

Sample Meeting Agenda

Parish Board of Directors' Meeting

Agenda

1. Call to Order – President
2. Opening Prayer – President
3. Quorum (President asks Secretary, “Do we have a quorum?”)
4. Approval of Prior Meeting Minutes (if needed)
5. President’s report of significant events or actions since the previous board meeting.
6. Old Business
7. New Business
8. Adjournment

Note: Parish Board meetings are not governed by Open Meeting Laws. However, it is prudent for Parish Board of Director meetings to be open to registered parishioners. Also, oftentimes, staff is invited to provide information.

However, the Parish Board may go into Executive Session, behind closed doors and with board members for the purpose of discussing sensitive and highly confidential information. (Example – personnel issues)

Sample Proxy Form

(For Reference Only – Corporate Matter's Office will issue)

_____, the undersigned, being a director of _____ [Parish Corporate Name] _____, an Arizona non-profit corporation (the "Corporation"), does hereby make, constitute and appoint _____ [Pastor or other person] _____, the proxy of the undersigned, to appear and vote, and otherwise act for the undersigned, at the _____ [annual, regular or special meeting] _____ of the Board of Directors of the Corporation, to be held at _____ [address of meeting] _____, [City] _____, Arizona, at _____ o'clock _____ .m., or any adjournment thereof, for the purpose of discussing and voting on the following proposed resolution: _____ [business to be presented per agenda] _____ and to discuss other business as may properly come before the meeting.

Dated _____.

[Print name of Signor]

NOTE:

In accordance with the Bylaws only the bishop and/or the moderator of the curia retain the right of proxy for a board meeting. (Article IX, Section 7)

Sample Waiver of Notice

**WAIVER OF NOTICE
OF
SPECIAL MEETING OF BOARD OF DIRECTORS
OF
Full Parish Corporate Name**

The Directors of Parish Corporate Name, an Arizona non-profit corporation, hereby waive notice of the special meeting of the Board of Directors, and consent to the meeting to be held at the Street Address, City, Arizona, on Day of Week, Month Date, Year, at : .m., for the purpose of discussing [specific reason for meeting, include proposed resolutions exactly as they would be voted upon], and for such other business as may properly come before the meeting.

Dated this day of 200 .

Pastor

Moderator of the Curia's Name

Lay Director's Name

Lay Director's Name

Bishop of Tucson's Name

Sample Minutes

OF
(Special Meeting) or (Regular Meeting) or (Annual Meeting)
OF
BOARD OF DIRECTORS
OF
_____[Full Parish Name]_____

Date: _____, 200X Time: _____ Location: _____

The special meeting of the board of directors of _____ [Parish Corporation Name] _____ was held at [Time] on _____ [Date] _____, 200X at _____ [Parish Address] _____, Arizona, pursuant to the notice (if notice given timely). OR (Alternate: A waiver of notice signed by all the directors is filed with these minutes.) Present were _____.

_____ [Pastor's Name] _____ offered an opening prayer. _____ [Lay Director's Name] _____, Secretary, announced that the meeting had a quorum.

_____ [Pastor's Name] _____, President, called for approval of prior minutes. They were approved (as written) or (as amended).

_____ [Pastor's Name] _____ called for old business. (include here a brief summary of the topic and if a resolution was voted upon, quote the exact text of the resolution.)

Example: The _____ [Pastor's Name] _____ stated that the next business to come before the meeting was the discussion and decision on the authorization to be given the Pastor to enter into an agreement with _____ on behalf of the Corporation. After discussion, upon motion being made and seconded, and unanimously carried, it was

RESOLVED that _____ [Parish Corporation Name] _____ corporation, authorizes the Pastor to enter into an agreement with _____ to retain them as _____ to prepare construction documents, to solicit bids, and to provide project management for the new parish church and offices project if the agreement meets with the pastor's approval.

_____ [Pastor's Name] _____ called for new business. (Include here a brief summary of the topic and if a resolution was voted upon, quote the exact text of the resolution and format like the above example.)

There being no further business to come before the meeting, the meeting was adjourned by the _____ [Pastor's Name] _____ at _____ : _____ am/pm.

[Lay Director's Name], Secretary

Sample Resolutions

To retain services of an architect or general contractor.

Resolved that [Parish Corporate Name - City] hereby authorizes the Pastor, to enter into an agreement with _____ to retain them as the _____ to (prepare construction documents, to solicit bids, and to provide project management) for the new _____ project if the agreement meets with the pastor's approval.

To give authorization to pastor to obtain a loan.

Resolved that the Pastor, is authorized to obtain a loan, on behalf of the [Parish Corporate Name - City], to finalize the financing of the Corporation's multi-purpose building, a project previously approved under the Diocesan Building Policy requirements, in an amount not to exceed \$_____. This loan is to be secured by the property of the parish.

To authorize the presidential corporate spending limitations.

Resolved that [Parish Corporate Name- City] hereby authorizes the Pastor, to spend corporate funds for all approved budgeted item purchases in accordance with the requirements set by the Bishop and the Diocesan Building Policy.

Further Resolved that for any non-budgeted item exceeding (XX% of the parish annual income or \$_____), the Pastor will convene a meeting of the [Parish Corporate Name - City] Board of Directors to discuss and request further authorization.

To authorize the transfer, purchase or selling of real property,

Resolved that [Parish Corporate Name - City] hereby authorizes the Pastor to enter into an agreement with _____ to (sell, the Parish property located at _____,) (purchase on behalf of the [Parish Corporate Name - City] the property located at _____,) a project previously approved by the Diocesan Property Manager for an amount not (less than, to exceed) \$_____. See attached documentation.

Further Resolved that proceeds from the sale of said property shall be deposited into the PPIP, or (other use.)