



# Agenda for a Regular Class D Business Meeting

# Agendas

The lodge president in conjunction with the lodge secretary is responsible for the agenda for lodge meetings.

You may prepare and send to your members or give out at your meeting.

The agenda is prepared from the minutes of your last meeting.

In the Class D manual there is an agenda guide to follow.



- Declare Lodge Open
- Introduction of Visitors ( if applicable)
- Record Attendance in minutes
- Obligation
- Charter Draping/ Memorial Service (if applicable)
- Reading of the Minutes from previous meeting



- Treasurer's report and reading of the Bills
- Reading of Communications – including DYK (Did You Know) and all emails
- Reports- (Nomination committee report- if applicable)
- Applications for Membership- Initiation of new Members and Pansy Ceremony (if applicable).
- Nominations and Elections



- Sunshine report and collection
- Unfinished Business
- New Business
- Installation of Officers if held on a regular meeting night.
- Good of the Order
- Close of meeting.



# Agenda for Regular Business Meeting:



## **1. Opening of Royal Purple Meeting**

a) Meeting is called to order

## **2. Obligation**

**3. Introduction of visitors and guests (if any)**

**4. Reading of the Minutes of the Previous Meeting**

**5. Treasurer's Report**



## **6. Communications**

- a) Letter from Canadian Royal Purple ...Purple Thursday
- b) Letter from Canadian Royal Purple...Did You Know
- c) Letter from the Purple Thursday Coordinator re: Purple Care Bags
- d) Letter from the Canadian Royal Purple Memorial Coordinator
- e) Letter from the Community Library



## **7. Reading of Bills**

## **8. Reports**

a) Finance Committee

b) Charities Committee

c) Publicity Committee

d) Judiciary Committee

e) Membership Committee





f) Brain Love Committee

g) Fund Raising Committee

## **9. Sunshine**

a) Report of Sunshine committee

b) Collection of Sunshine Funds

## **10. Unfinished business**

a) Canadian Royal Purple Convention



## **11. New business**

a) Purple Thursday: Anna Marie Tremonti Event/Care Bags

b) Brain Love Month

c) Poster contest

d) Representatives to attend the Community Outreach meeting

e) Xmas Party ideas



## **12. Good of the Order**

a) Pin Presentations

b) Thank You's

c) Birthdays

## **13. CRPS Closing**