

# *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.)