**Parish Corporate Name – (City)**

**Parish Address**

**Annual Meeting Agenda - (date)**

1. **Call to Order and Opening Prayer (President)**
2. **Quorum (President to Secretary)**
3. **Review and Approval of Prior Meeting Minutes (President, Subsequent Vote)**
4. **Risk Assessment Check (Secretary to President)**
	1. Compliance
		1. Review of the Compliance Officer/Representative’s written report.
		2. “Is the Parish in full compliance with the Diocesan Safe Environment Program?” **(Secretary to President)**
	2. Parish Audits and Safety Inspections
		1. Review of fiscal year’s audits and safety inspection reports.
		2. “Is the Parish in full compliance with the Diocesan Policies which have been previously adopted by the Parish Board of Directors?” **(Secretary to President)**
		3. “Has the Parish been sued or had any employment or liability claims filed against it since the last meeting?” **(Secretary to President)**
	3. Finance Council and Pastoral Council
		1. “Does the parish have a functioning Finance Council and Pastoral Council? How often have they met since the last Board of Director’s meeting?” **(Secretary to President)**
		2. Representative Report or review meeting minutes of both councils.
5. **President’s report of significant events or actions since the previous board meeting (President)**
	1. President’s report of significant events or actions since the previous board meeting.
6. **Old Business – update of any pending or unfinished business from the previous board meeting (IF ANY) (President)**
7. **New Business (President, Subsequent Vote)**

**a.** Review of the Parish Annual Report and consideration of the following resolutions:

* + 1. Resolved that the Parish Official Name – City Financial Report for fiscal year ending June 30, 2021 is hereby accepted and made part of the minutes of this meeting. It is further resolved that the President & the Treasurer are authorized to sign the report on behalf of the corporation.
		2. Resolved that all actions taken by the Officers of the Corporation in furtherance of the business and affairs of the Corporation in the past year are hereby approved and ratified.
	1. **IF NEEDED (Only if a new pastor and this was not previously completed)**
		1. It is Hereby noted that Rev. (Pastor Name), was appointed in accordance with Canon Law and the corporate bylaws to fill the position of President. The selection was appointed by the Bishop and is consequently ratified by this Board.
		2. It is further resolved that the (Parish Name – City), hereby authorizes (Pastor Name), President, to be added as a signor on the parish checking account at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank, and to remove from the same account (Former Pastor) effective immediately.
1. **Adjournment (President, motion and second)**