

Minutes of _____ Meeting of Bethel ___ of _____, BC held on _____ at the location of _____ at _____ (Time). Officers, Members, Bethel Guardian Council and Bethel Guardian Council Committees present as per Roll Call. _____ (name & title) presided.

Escort, Introductions and Honours as per porch book (copy the Escort, Introductions and Honours sheet into record book)

Reading of special dispensation (if required)

Roll Call

Minutes of: _____ approved as read / corrected

Treasurers' report: Savings _____

 Cheq. _____

 G.I.C. _____

Ceremony: (if performed) Initiation, Majority, Obligation etc.

Communications: _____

Reports: _____

Unfinished Business: _____

New Business: _____

Remarks:

BG: _____

ABG: _____

GG or Deputy (when asked during official visit) : _____

Others (just list by name): _____

H.Q.: _____

Coin March: _____

Birthday Pennies: _____

Closing

There being no further business the bethel was closed in the regular manner
Respectfully submitted
