



Lodge Meeting Minutes Template

Lodge: _____ Location: _____

- | | |
|---|-----------|
| <input type="checkbox"/> Call to Order | President |
| <input type="checkbox"/> Recite Pledge of Allegiance | President |
| <input type="checkbox"/> Roll call of Officers | Secretary |
| <input type="checkbox"/> Welcome Visitors | President |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> Acknowledge Lodge Membership changes
(new Members, births, deaths, birthdays, etc.) | Secretary |
| <input type="checkbox"/> Accept new members into the Lodge | Secretary |
| <input type="checkbox"/> Read minutes of the previous Lodge meeting | Secretary |
| <input type="checkbox"/> Read the financial report
(lodge accounts and LAFP balance) | Treasurer |
| <input type="checkbox"/> Read the reports of any other officers and/or committees | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> Review and conduct any unfinished business | President |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> Call for any new business (including planning upcoming activities) | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| <input type="checkbox"/> Adjourn | President |

Secretary _____ Date _____