



Branch Meeting Minutes

This form can be typed directly into, making it easier to record your Branch Meeting Minutes, and email them to the Home Office. Every section on this form does not have to be filled out, they are more of a guide. If there is a section or item you would like added to the form or have questions please contact Samantha Toscano at 800-234-5222 ext. 234 or toscanos@lcbalife.org.

Attendance

Branch Number & Location					
Minutes Submitted by		Date		Meeting Date	

Member Attendance *(Do not include branch officers)*

Number of Adult Member Attendees age 16 and above	
Number of Adult Non Member Attendees age 16 and above	

Officer Attendance *(name individuals)*

President	
Vice-President	
Secretary	
Treasurer	

Approval of Prior Meeting Minutes **yes** **no**

Changes or Comments	
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Treasurer's Report

Checking Account Balance <i>(as of last meeting)</i>				
Current Balance				
Deposits <i>(since last meeting)</i>				
Source	Amount	Date	Purpose	
Withdrawals <i>(since last meeting)</i>				
	Amount	Date	Payable to	Purpose

Old Business

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New Business

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Communication

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Planned Activities/Fundraisers/Volunteer Acts

Type	Date

Other comments:

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Date of Next Meeting: _____