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CATERING SERVICES  
IDENTITY CARD

**FEATURES:**

- ▶ SIZE: 3.627" X 2.127"
- ▶ FULLY LAYERED EDITABLE FILE
- ▶ RESOLUTION: 300 DPI
- ▶ COLOR MODE: CMYK
- ▶ PRINT READY
- ▶ TEXT EDITABLE
- ▶ BLEED: YES
- ▶ LAYERED BY NAMES



**Example Club Meeting Minutes**  
**Type of Meeting (General Body or Exec)**  
**Date**  
**Time**

**Call to order:** A \_\_\_\_\_ [kind of meeting] meeting of the \_\_\_\_\_ [organization name], was held on \_\_\_\_\_ [date], 20\_\_\_. The meeting convened at \_\_\_\_\_ [time], President \_\_\_\_\_ [name] presiding, and \_\_\_\_\_ [name], secretary.

[Some small organizations choose to list attendees. This works especially well for executive board meetings.]

**Members in attendance:** [list names of members in attendance]

**Members not in attendance:** [list names of members not in attendance]

**Approval of minutes:** Motion was made by [name], and seconded to approve the minutes of the \_\_\_\_\_ [date] meeting. **Motion carried.**

**Officers' reports:** (this is when the treasurer should give you a budget report)

- President
- Vice president
- Secretary
- Treasurer
- Advisor

**Board and committee reports:** (program planning committees should update the general body on their progress, etc)  
[List Boards and committees here]

**Old business:** (this is the time to follow up on past events and how they went)

[Subject title]  
Motion: Moved by [name] that [state motion].  
**Motion carried. Motion failed.** [Leave only one of these]

**New business:** (Upcoming events, New Ideas, Review of Calendar)

[Subject title]  
Motion: Moved by [name] that [state motion].  
**Motion carried. Motion failed.** [Leave only one of these]

**Action Items:** (Who is responsible for what moving forward and what is their deadline)

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A meeting is incomplete without the proper structure and agenda. Every minute details of a meeting should be designed in advance like the matter of the meeting, decisions, agendas and other relevant details. A person should be appointed to handle all the meeting agendas in advance. Especially, when the church meetings are being conducted, then every small detail of the meeting has to be planned in advance by the in-charge. 200+ FREE CHURCH Templates - Download Now Adobe PDF, Microsoft Word (DOC), Microsoft Excel (XLS), Adobe Photoshop (PSD), Google Docs, WordPress, Adobe InDesign (INDD & IDML), Apple (MAC) Pages, HTML5, Google Sheets (SPREADSHEETS), Microsoft Publisher, Apple Numbers, Adobe Illustrator (AI) If you want to meet all the set agendas in your church meeting, then you have to create a proper structure of your meeting. 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