**Friends of the Ruins St. Raphael’s Inc.**
**Meeting Agenda**

**Date:** [Date of Meeting]
**Time:** [Start Time – End Time]
**Location:** [Meeting Location]
**Type of Meeting:** [Regular/Annual/Board/Special]

**1. Welcome and Prayer**

* **Time:** [Start Time]
* **Presenter:** Chair
* **Details:** Brief welcome opening prayer.

**2. Review and Approval of Previous Meeting Minutes**

* **Time:** [Time]
* **Presenter:** [Name, Title]
* **Details:** Review and approval of the minutes from the last meeting.

**3. Financial Report**

* **Time:** [Time]
* **Presenter:** [Name, Title]
* **Details:** Overview of the current financial status, including budget updates and any significant financial issues.

**4. Program Updates**

* **Time:** [Time]
* **Presenter:** [Name, Title]
* **Details:** Updates on ongoing programs or projects, including progress reports and any challenges.

**5. Old Business**

* **Time:** [Time]
* **Details:** Review of any unresolved issues or action items from previous meetings.

**6. New Business**

* **Time:** [Time]
* **Details:** Introduction and discussion of new topics, proposals, or projects.

**7. Fundraising and Events**

* **Time:** [Time]
* **Presenter:** [Name, Title]
* **Details:** Discussion on upcoming fundraising activities or events, including planning and coordination.

**8. Announcements**

* **Time:** [Time]
* **Details:** Any important announcements, upcoming events, or news related to the organization.

**10. Next Meeting**

* **Time:** [Time]
* **Details:** Confirmation of the date, time, and location for the next meeting.

**11. Adjournment**

* **Time:** [Time]
* **Details:** Formal end of the meeting.

**Minutes Prepared By:** [Your Name]
**Date:** [Date of Preparation]