**Friends of the Ruins St. Raphael’s Inc.
Meeting Minutes :** [Regular/Annual/Board/Special]

**Date:** [Date of Meeting]
**Location:** [Meeting Location]

**Attendees:**
(Include all attendees; if someone is absent, note it as well.)

**1. Call to Order**

**Time:** [Time the meeting was called to order]

Opening Prayer

**2. Approval of Previous Minutes**

**Minutes from:** [Date of Previous Meeting]

**Action:** [Approved as is/Approved with corrections/Deferred]

**3. Reports** {notate all reports under this heading]

**Financial Report** e.g anything that requires a motion for approval]- Presenter Name

Action Items: [Any decisions or actions resulting from the report]

**4. Old Business**

[Item Title/Description]

Discussion: [Summary of discussion]

Decisions/Actions: [Any decisions made or actions required, with responsible persons and deadlines]

**5. New Business**

[Item Title/Description]

Discussion: [Summary of discussion]

Decisions/Actions: [Any decisions made or actions required, with responsible persons and deadlines]

**6. Announcements**

[Any announcements or upcoming events relevant to the group]

**7. Adjournment**

Date: [Date of Next Meeting]

Time: [Time of Next Meeting]

Location: [Location of Next Meeting]

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