

## Protocol for Committee meetings

- Committee meetings are called and facilitated by Committee Chairman.
- Invite your Vice President and your Pastoral Counselor (PC) and President Kim.
  - Do you know who your committee's pastoral counselor is?
  - Your pastoral counselor and President Kim are advisory members.
- Chairman is to provide an agenda and request any reports prior to meeting.
- Provide minutes or a summary of the meeting with action items, persons responsible, and deadlines to committee members, VP, Planner Eden and Advisory members (pastoral counselor AND President Kim) after the meeting.

### Committee Meeting Summary EXAMPLE

Caring Service Committee Meeting  
October 1, 2020

Committee Chairman: Kathy Heiniger

In attendance: Linda Stanton, Sherry Fick, Sharon Daugherty, VP Betty Amey

Not in attendance: Pastoral Counselor Schmidt, President Kim Burdett

#### **Purpose of Meeting:**

Met to discuss Fall Event Ingathering ideas for local groups during COVID restrictions.

#### **Actions Items/Person Responsible/Deadline:**

- Sherry will research ideas from the LWML website <https://www.lwml.org/mission-service-activities> that can be done by individuals or by groups under COVID restrictions and send at least three to committee members to review by August 18.
- Kathy will draft a letter to Zone Presidents to share ideas. She will send it to VP Betty for review by August 25, then send it out by email by August 31.

Next meeting: TBD