1. The **Minutes** of the Meeting of the Praesidium (name) held at (time) at (place of meeting)

2. The **Opening Prayers and Rosary** were led by .

3. The **Spiritual Reading** was taken from on page . Topic for the Spiritual Reading was entitled

4. The **minutes** of the previous week’s meeting were read and approved with the following corrections (if any, please identify):

5. **Standing Instructions** were read (this is read at the first meeting of the month).

6. The **Roll Call** was called by the Vice President.

Present were (names of members present):

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Absent/or excused were (names of members absent or excused):

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

7. The **Treasurer’s Report** was given by the Treasurer showing the following:

|  |  |
| --- | --- |
| Previous Balance |  |
|  + Secret Bag Collection |  |
|  = Balance |  |
| * Expenses
 |  |
|  = Ending Balance |  |

8. The following work assignments were reported from last week’s meeting. Highlights are as follows:

| **Name (Work Assignment)** | **Comments/Summary** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

9. The **Catena Legionis** was recited at (time)

10. The **Legion Promise** was/were taken by the following member/s:

|  |  |
| --- | --- |
|  |  |
|  |  |

11. The **Allocutio** was given by . Following is the summary of the Allocutio:

|  |
| --- |
|  |

12. **Reports Continued** (use the same form as in # 8). This is only if the reports have not been completed yet.

13. **The Handbook Study** was given by (name) . Topic of the Handbook Study was about from the HB, page . Following is the summary of the HB study:

|  |
| --- |
|  |

14. The **Auxiliary Membership** was updated by the VP showing the current number of auxiliary members as (number of members) . Auxiliary members on probation:

15. **Other Business.** The following matters were discussed as follows:

|  |
| --- |
|  |

16. The following apostolic works were assigned by the president as follows:

|  |  |
| --- | --- |
| Name of Legionary  | Work Assigned |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

17. The Concluding Prayers and the Prayers for the Beatification of Frank Duff were recited.

18. The Meeting ended at (time) .

Respectfully Submitted by

AP 9/01/16