

(Name of CoDA Group)
SAMPLE Business Meeting Agenda

Date & Time: _____

Chairperson: _____

Minutes: _____

In attendance: _____

1. Open meeting with a moment of silence followed by The Serenity Prayer at _____ pm.

2. Reading of the last Business Meeting Minutes from _____ (date) by _____.

- Any amendments required?
- **MOTION** to accept the Minutes? _____ 2nd? _____
- All in favour? _____ Any opposed? _____ Any abstained? _____

3. **Treasurer's Report** – _____ (name of Treasurer):

Income:

- Balance as of _____ \$ _____
- Less Prudent Reserve (3 months' rent) \$ _____
- **Current balance:** \$ _____
- **Note:** 7th Tradition from tonight's meeting is not included in this total

Expenses:

- \$ _____ per month for rent
- **MOTION** to accept the Treasurer's Report? _____ 2nd? _____
- All in favour? _____ Any opposed? _____ Any abstained? _____
- **Note:** *The Treasurer does not vote in this Motion*

4. **Literature Report** – _____ (name of Literature person):

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5. **Secretary Report** – _____ (name of Secretary):

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6. **GSR Report** – _____ (name of GSR):

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7. **Old/Ongoing Business:**

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8. **New Business:**

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9. Next business meeting will be held on _____ at _____ pm.

10. Close meeting with The Serenity Prayer at _____ pm.