

(Name of CoDA Group)
SAMPLE Business Meeting Agenda
(Date & Time)

Chairperson: _____

Minutes: _____

In attendance: _____

1. Opening:

- Open meeting with a moment of silence followed by the Serenity Prayer at _____ (time).

2. Reading of Service Concept # ____ (corresponds with the current month):

- Volunteer: _____
- (insert Service Concept)

3. Consent of Agenda and Minutes:

- Consent of _____ (today's date) Agenda
- Consent of _____ (last bus mtg date) Minutes
- Any amendments required?
- **MOTION** to accept the Agenda and Minutes? _____ 2nd? _____
- All in favour? _____ Any opposed? _____ Any abstained? _____

4. Treasurer's Report - _____ (name of Treasurer):

Income:

- Balance as of _____ (date) \$ _____
- Less Prudent Reserve (3 months' expenses) \$ _____
- Current balance \$ _____

Expenses:

- (list monthly expenses, i.e., rent, Zoom fee, etc.)
- **MOTION** to accept the Treasurer's Report? _____ 2nd? _____
- All in favour? _____ Any opposed? _____ Any abstained? _____

5. Literature Report - _____ (name of Literature person):

- (insert report)

6. Secretary Report - _____ (name of Secretary):

- (insert report)

7. GSR Report – _____ (name of GSR):

- (insert report)

8. Old/Ongoing Business:

- (insert any old/ongoing business from the previous meeting)

9. New Business:

- (insert any new business items)

10. Next Business Meeting:

- (insert date and time)

11. Closing

- We will now close the meeting with the Serenity Prayer at _____.