



## Example Meeting Minutes - Optional

\_\_\_\_\_  
(Circle Name)

**Meeting Minutes – Date:** \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Location/Hostess: \_\_\_\_\_

Number of Members Present: \_\_\_\_\_

(May want to also list which members were present)

The King's Daughters Prayer and the Lord's Prayer were recited.

The minutes of the previous meeting were read by \_\_\_\_\_.

Special guests were present: \_\_\_\_\_

### **Committee Reports:**

- Treasurer –
  
- Legislative –
  
- Bears –
  
- Historian –
  
- KD Connect/Office Update –
  
- \_\_\_\_\_ –
  
- \_\_\_\_\_ –

### **Old Business:**

### **Circle Projects:**

### **New Business:**

### **Meeting Adjournment:**