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| The \_\_\_\_\_\_\_\_\_\_\_\_\_\_(number meeting) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Praesidium) was held on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location) |
| **Opening Prayers and Rosary were recited.**  |
| **SPIRITUAL READING** | Handbook page: \_\_\_\_\_\_\_\_\_\_\_ | or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MINUTES** of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(number) meeting were read and approved by the President or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if President is not present)  |
|  **STANDING INSTRUCTIONS** were read. (only at first meeting of each month or when new visitor is present)  |
| **ROLL CALL showed** | **Present** | **Excused** | **Absent** | **Visitors** |
|  |  |  |  |
| **TREASURER’S REPORT** | **Previous Balance** | **Secret Bag** | **Expenses** | **Present Balance** |
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| **MEMBER’S REPORTS** (each pair reports on their volunteer works)  |
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| **MEMBER’S REPORT CONTINUATION** (other works) |
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| **CATENA was recited.**  |
| **ALLOCUTIO was given by:**  |
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| **SECRET BAG** was passed.  |
| **OTHER REPORTS and new business (comitium updates, other special projects, etc.)**  |
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| **AUXILIARY MEMBERSHIP REPORT:**  |  |
| **HANDBOOK DISCUSSION** was held on page**:** |  |
| **HANDBOOK DISCUSSION** assigned to**:**  |  |
| **ASSIGNMENTS (members to work in pairs)**  |
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| **CONCLUDING PRAYERS and Prayer of Frank Duff were recited.**  |
| **Priest Blessing**  |  |
| **Meeting closed at** |  |