

## Executive Minutes for distribution outside of the committee

### 1. Purpose

- a. Inform congregation and Board of Directors of committee discussions and actions
- b. Provide items of interest/concern to Board of Directors
- c. Request direction from the Board of Directors
- d. Request approval from the Board of Directors

### 2. Directions

- a. Executive Summary should be prepared by chair in consultation with person taking minutes.
  - b. Executive Summary should be sent to Executive Committee within 2 weeks after the committee meeting and placed on the Committee website.
  - c. Format of Executive Minutes should conform to example as much as possible.
  - d. Items 4 through 7 should only be included if needed.
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## Example

### Executive Summary

1. Worship, Music and Arts Committee **1. Committee name**
2. April 2, 2019 **2. Date of meeting**
3. Topics discussed **3. Topics discussed**
  - a. Sara McCormack welcomed as new board representative
  - b. Judy Johnson from Shared Vision Task Force discussed pathway to defining role of committee
  - c. Reviewed Lenten connections of visuals and themes
  - d. Discussed strategies to make worship more cohesive
4. Items of importance/concern for the Board of Directors **4. Items of importance**
  - a. Jared and Rick to coordinate display of new baptismal banners
5. Requests for board direction **5. Requests for board action**
  - a. Recommendations regarding alternate worship service (see attachment)
6. Requests for board approval (request for staff, money or new direction) **6. Requests for board approval if needed**
7. Attachments **7. Attachments if needed**