



# MWPHGLNC

**LODGE MEETING MINUTES TEMPLATE**

**ORDER OF BUSINESS**

***Groupable Historical Record Keeping***

[https://scribehov.com/viewer/Upload\\_Meeting\\_Minutes\\_for\\_Your\\_Local\\_Group\\_HHBCELVFR6mJEybli611eA](https://scribehov.com/viewer/Upload_Meeting_Minutes_for_Your_Local_Group_HHBCELVFR6mJEybli611eA)

The Most Worshipful Prince Hall Grand Lodge of Free and Accepted  
Masons of North Carolina and Jurisdiction , Inc.

# MEETING MINUTES

LODGE NAME: \_\_\_\_\_

LODGE NUMBER: \_\_\_\_\_

COMMUNICATION TYPE: \_\_\_\_\_

COMMUNICATION DATE: \_\_\_\_\_

COMMUNICATION TIME: \_\_\_\_\_

COMMUNICATION LOCATION: \_\_\_\_\_

## ORDER OF BUSINESS

RITUALISTIC OPENING OF LODGE YES / NO

AUDIO ONLY LINK OPENED YES / NO

ROLL CALL OF OFFICERS YES / NO

OFFICERS ABSENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

READING OF MINUTES OF LAST COMMUNICATION YES / NO

READ FOR INFORMATION YES / NO

APPROVAL OF MINUTES OF LAST COMMUNICATION YES / NO

The Most Worshipful Prince Hall Grand Lodge of Free and Accepted  
Masons of North Carolina and Jurisdiction , Inc.

**SICKNESS AND DISTRESS**

---

---

---

---

---

**APPLICATIONS**

**YES / NO**

---

---

---

---

---

**REPORT FROM INVESTIGATION COMMITTEE**

**YES / NO**

---

---

---

---

---

**BALLOTING ON PETITIONS**

**YES / NO**

---

---

---

---

---

**REINSTATEMENTS**

**YES / NO**

---

---

---

---

---

**DEBITS**

**YES / NO**

---

---

---

---

---

**CORRESPONDENCE**

**YES / NO**

---

---

---

---

---

**SECRETARY REPORT**

**YES / NO**

---

---

---

**TREASURERS REPORT**

**YES / NO**

---

---

---

**COMMITTEE REPORTS**

**YES / NO**

---

---

---

---

---

---

---

---

---

---

---

**UNFINISHED BUSINESS**

**YES / NO**

---

---

---

---

---

---

---

---

---

---

---

**NEW BUSINESS**

**YES / NO**

---

---

---

---

---

---

---

---

---

---

---

**WORK AND INSTRUCTION**

**YES / NO**

---

---

---

---

---

---

**DEGREE WORK**

**YES / NO**

---

---

---

---

---

---

**RECEIPTS FOR THE EVENING**

**YES / NO**

---

---

---

**NUMBER OF MEMBERS PRESENT IN-PERSON**

---

**NUMBER OF MEMBER PRESENT VIA AUDIO ONLY**

---

**ANNOUNCEMENTS**

**YES / NO**

---

---

---

---

---

**READING OF MINUTES OF CURRENT COMMUNICATION**

**YES / NO**

**CORRECTIONS OR OMISSIONS TO CURRENT MINUTES**

**YES / NO**

---

---

---

---

---

**APPROVAL OF MINUTES OF CURRENT COMMUNICATION**

**YES / NO**

**AUDIO ONLY LINK CLOSED**

**YES / NO**

**RITUALISTIC CLOSING OF LODGE**

**YES / NO**

The Most Worshipful Prince Hall Grand Lodge of Free and Accepted  
Masons of North Carolina and Jurisdiction , Inc.

# ACTIONS TAKEN

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

# ACTIONS TAKEN

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

# ACTIONS TAKEN

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_

**MOTION:**

---

---

---

**MOTION-BY:** \_\_\_\_\_

**SECOND-BY:** \_\_\_\_\_

**MOTION CARRIED / FAILED / ADMENDED:** \_\_\_\_\_





**The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of North Carolina and Jurisdiction , Inc.**

**101 E. Main Street  
Durham, NC, 27701**

**PHONE: 919-686-3147**

**EMAIL: [OFFICE.MWPHGLNC@GMAIL.COM](mailto:OFFICE.MWPHGLNC@GMAIL.COM)**

**OFFICE HOURS: TUESDAY - THURSDAY 9:00AM – 3:30PM**

**CLOSED: FRIDAY – SUNDAY**

**MONDAY – ADMINISTRATIVE DAY**

The Most Worshipful Prince Hall Grand Lodge of Free and Accepted  
Masons of North Carolina and Jurisdiction , Inc.