



**Municipal
Pension
Retirees'
Association**

With age, wisdom & power

DISTRICT MINUTES

DISTRICT _____

DATE _____

ATTENDANCE _____

1. Call to Order

2. Roll Call of Officers

Chairperson: _____ 1st Vice Chairperson: _____

2nd Vice Chairperson: _____ Secretary: _____

Treasurer: _____ Warden: _____

3. New Members are: _____

4. Reading of Minutes:

Errors or Omissions No _____ Yes _____ (indicate)

Motion to receive Minutes as read or circulated: Moved _____

Seconded _____

Carried _____

5. Business Arising from the Minutes:

No ____ Yes ____ (indicate)

6. Communications:

(indicate communications, if filed, or to be discussed and under appropriate Order of Business)



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7. Bills: _____

8. Receipts and Expenses: _____

9. Delegates and Committee Reports: (after each report indicate motion to receive report)

10. Unfinished Business: (indicate motion after each item)

11. Nomination and Installation of Officers: (indicate position, those nominated, by whom and person elected)



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12. New Business: (indicate motion after each item)

13. Question Period: _____

14. Good and Welfare: (no motions are made under Good and Welfare)

15. Adjournment: Time: _____
Moved: _____
Seconded: _____
Carried: _____

Signed by: Chairperson: _____
(Print name as well as signature)

Secretary: _____
(Print name as well as signature)

Minutes should be made in duplicate. As soon as minutes are completed:

1. one copy should be retained by the District and
2. second copy is sent to the Provincial Office. Either email: mpra@shawbiz.ca or mail to address below.

MPRA 2475 Dobbin Rd Unit 22 Suite 525 West Kelowna BC V4T 2E9

3. The Provincial Office will send a copy to the Regional Director

The Minutes should not be signed by the Chairperson or Secretary until after the Minutes have been received, which is at the next District meeting.