

Idaho Community Action Network
L.F.P. Secretary Report

LFP: _____ Date: _____

Report for the Month of: _____ Food Ordering Meeting Date: _____

Board Members Present: _____

Board Members Excused: _____

Invited Guests Present: _____

Time Meeting Called to Order: _____ Place: _____

Mission Statement & Ground Rules Read by: _____

• Prior Month's Minutes Read and Approved: yes no - corrections made: _____

• Treasurer's Report given by: _____

Treasurer Report handed in: yes no - Reason: _____

Other Treasurer items: _____

Motion to accept made by: _____ 2nd by: _____

Accepted? Not Accepted?

• Additional Fundraising Report given by: _____

• Issue Coordinator Report given by: _____

Issue Coordinator Report handed in: yes no - Reason: _____

Other IC items: _____

Motion to accept made by: _____ 2nd by: _____

Accepted? Not Accepted?

• Food Coordinator's Report given by: _____

Food Coordinator Report handed in: yes no - Reason: _____

Other FC items: _____

Motion to accept made by: _____ 2nd by: _____

Accepted? Not Accepted?

• Additional Gleaning Report given by: _____

Glean/Donation Form handed in: yes no - Reason: _____

Other Glean/Donation items: _____

New/Other Business:

Item: _____
Motion to accept made by: _____ 2nd by: _____
Accepted? Not Accepted?
Reason: _____

Item: _____
Motion to accept made by: _____ 2nd by: _____
Accepted? Not Accepted?
Reason: _____

Item: _____
Motion to accept made by: _____ 2nd by: _____
Accepted? Not Accepted?
Reason: _____

Item: _____
Motion to accept made by: _____ 2nd by: _____
Accepted? Not Accepted?
Reason: _____

Food Order:

Food Order Votes Taken by: _____

This Month Food Distribution:

Date, Time, Place: _____

This Month Open Shopping/Bread Day:

Date, Time, Place: _____

Money Taken by:

1. _____
2. _____
3. _____
4. _____

Next Month's Food Ordering Meeting:

Date, Time, Place: _____

Time Meeting Adjourned: _____

Motion made by: _____ 2nd by: _____