

**Meeting Minutes Schedule for Ministry and Parish Councils
September 2017 - June 2018**

Task	September	October	November	December	January	February	March	April	May	June
Councils Meet	9/19/2017	10/17/2017	11/21/2017	12/12/2017	1/16/2018	2/20/2018	3/20/2018	4/17/2018	5/15/2018	6/19/2018
Recorder sends template to Chair	9/29/2017	10/27/2017	12/1/2017	12/22/2017	1/26/2018	3/2/2018	3/30/2018	4/27/2018	5/25/2018	6/29/2018
Chair finalizes and sends minutes to Council	10/10/2017	11/14/2017	12/12/2017	1/9/2018	2/13/2018	3/13/2018	4/10/2018	5/8/2018	6/12/2018	9/11/2018
Chair request Council's approval	10/17/2017	11/21/2017	12/19/2017	1/16/2018	2/20/2018	3/20/2018	4/17/2018	5/15/2018	6/19/2018	9/18/2018
Recorder sends approved minutes to Dir of Comm	10/19/2017	11/27/2017	12/21/2017	1/18/2018	2/22/2018	3/22/2018	4/19/2018	5/17/2018	6/21/2018	9/20/2018
Dir of Comm posts	10/29/2017	12/10/2017	1/7/2018	1/28/2018	3/4/2018	4/1/2018	4/29/2018	5/27/2018	7/1/2018	9/30/2018