

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: \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
Accepted? Not Accepted?  
Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item: \_\_\_\_\_  
Motion to accept made by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
Accepted? Not Accepted?  
Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item: \_\_\_\_\_  
Motion to accept made by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
Accepted? Not Accepted?  
Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item: \_\_\_\_\_  
Motion to accept made by: \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_