

**IMMACULATE CONCEPTION CATHOLIC CHURCH LADIES GUILD  
LADIES GUILD AGENDA FOR THE YEAR 2022 – 2023**

To help all members have prior notice of

*The **New Agenda** for each of our meetings, held on the second Monday of each month.*

The **set** agenda will always be:

Opening Prayer, Minutes of last meeting, Treasurers Report,  
Old Business, New business,  
Any other Business,

*(Members can make a request for specific topics to be included in advance of the meeting)*

50/50 draw, Meeting end.

**Code of Conduct for all meetings:**

In order to help ensure that our meeting agenda can be completed in a timely fashion, and that all members have a chance to voice their comments, we request that members adhere to the following:

1. Please do not hold private discussions whilst a speaker has the floor, as it makes it very difficult for members to hear what is being said.
2. If you have something to contribute to the meeting, please raise your hand and wait to be acknowledged. That way we can all hear your comments, and not be distracted by others speaking at the same time.
3. In discussions, again, raise your hand and you will be called to speak.
4. **If you have a special topic** you would like to be discussed by the group, please let the chair know before the meeting, and it can be discussed in "Any Other Business" before the meeting is brought to a close.

**SEPTEMBER 12<sup>TH</sup>**

- Raffle Baskets, Tickets, Advertising
- Baskets must be completed by **September 18<sup>th</sup>**, Photograph and list of contents given to Mary by **Sunday, September 18<sup>th</sup>** to prepare advertising and such. *(as she is on holiday for a month at the end of September)*
- Discuss ticket sales and advertising.
- Elect representative/s to participate in the Parish Council **October 1<sup>st</sup>**.
- Our Lady Pilgrim Statue coming to us **October 10<sup>th</sup> -13<sup>th</sup>** - discuss flowers and who does them and how we pay for them
- Father to discuss what he envisions our Parish Council to achieve, and what we would like to see on the agenda.
- Any other business.

**OCTOBER 10<sup>TH</sup>**

- **Parish Rosary October 16** – discuss time and how to inform all the parish
- Push the Christmas Basket raffle sales and discuss ways to expand sales to the community
- Selling outside Smith's Drug, volunteers to man the table – confirm times to set up.
- Any other business

## **NOVEMBER 14<sup>TH</sup>**

- Bake Sale and Frozen Entrées at the Christmas Bazaar - discuss details and volunteers and getting information out the parish to help provide items for sale, ensure that lists are available for parishioners to enter their contributions. Talk about the packaging for bake goods and Entrées.
- Finalizing details for the Christmas Bazaar
- Christmas Party December 10<sup>th</sup>
- Finalize details for the Church Christmas Decorations, and setting up the Tree etc.
- Confirm details for the Advent Tree
- Any other business

## **DECEMBER 10<sup>TH</sup>**

- Christmas Party

## **JANUARY 9<sup>TH</sup>**

- Roberta will be showing us details of the quilt
- Discuss the ways to boost selling raffle tickets for the quilt – draw to take place on Mother's Day in May
- Any other business

## **FEBRUARY 13<sup>TH</sup>**

- Discuss Lenten suppers. Our days to provide are February 24<sup>th</sup> and March 17<sup>th</sup>. – Get names and who is making what.
- Talk about Easter Flowers – possible change from Easter Lilies to Spring flowers like Daffodils and other spring color flowers – discuss
- Any other business

## **MARCH 13<sup>TH</sup>**

- Re discuss Quilt sales and ways to boost selling tickets
- Discuss Flowers i.e. roses for Divine Mercy Sunday, April 16th discuss what we can provide.
- Any other business

## **APRIL 10<sup>TH</sup>**

- Confirm details for Confirmation and First Communion Receptions
- Discuss Slate of Officers, and ask for anyone willing to take on the position for chair, Treasurer, Secretary. Names should be brought forward to be voted on at the May meeting.
- Any other business

## **MAY 15<sup>TH</sup>**

- Discuss Bake Sale to be held in June.
- Election of Officers
- Any other Business