

MINUTES OF MEETINGS

Date:

MINUTES OF _____ FOR THE _____
Type of meeting *Private Organization name*

- a. Place, date and time of meeting:
- b. Presiding Officer:
- c. Purpose of the meeting:
- d. Members present (If membership exceeds 15 individuals, only officers and a total number of members present need to be noted):
- e. Special guests:
- f. Financial report:
 - (1) Cash in bank (as of previous meeting):
 - (2) Income (by type, i.e., dues, activities, etc.):
 - (3) Expenses (by type, i.e., operating expenses, welfare donations, etc.):
 - (4) Cash in bank (as of current meeting):
- g. Old business (items open from previous meeting):
- h. New business (all items in old or new business should be followed by (open) or (closed)):
- i. Date, Time and Location the next meeting will be held:

President Print Name

President Signature

Secretary Print Name

Secretary Signature

*Minutes should be prepared for **each** meeting in order to maintain continuity in the operation of the PO. This includes, but is not limited to, general membership meetings, Board of Directors/Officers' meetings, special meetings, etc. The secretary and president (or representatives) must sign minutes. All minutes will be forwarded to 35 FSS/Private Organization Monitor for review NLT 10 days following the meeting.*