

DD Mmm YY

MEMORANDUM FOR RECORD

SUBJECT: Meeting Minutes – Month Year

1. The Name of PO meeting was held on date at time in the location. The following topics were discussed during the meeting:

(Example)

a. Council members present:

John Smith
John Smith
John Smith

If items are voted on, check your constitution/bylaws to ensure you have a quorum

b. Others present:

John Smith
John Smith
John Smith

c. Topics discussed:

- New Members/ Farewells
- Financial Report
 1. Balance – \$
 2. Upcoming Expenses
 3. Dues/Membership Update
- Fundraising
- Elections

2. Meeting adjourned at time hours. Next meeting set for date at time hours in location.

FIRST M. LAST
Secretary, Private Org Name