

(SAMPLE)

MINUTES

MINUTES OF (TYPE OF MEETING) OF THE (NAME OF ORGANIZATION)

Minutes should be prepared for **each** meeting in order to maintain continuity in the operation of the private organization. This includes, but is not limited to: general membership meetings, Board of Directors/Officers' meeting, special meeting, etc. Meetings of committees will be noted within the text of the general membership meeting minutes. The recording secretary and president (or their representatives) will sign minutes. **All minutes will be forwarded to 48 FSS/FSR Private Organization Monitor for review NLT 10 days following the meeting.** Minutes will include the following information:

- a. Place 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/prospective minutes
- f. Financial report:
 - (1) Cash in bank (as of previous meeting)
 - (2) Income (by type, i.e., dues, fund raising, 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. The meeting was adjourned at (time and date). Next meeting will be held on (date and time) at (location).

President/Chairperson

Secretary