

(Name of Private  
Organization)

(Date)

MEMORANDUM FOR (Name of PO)

FROM: (Delegated Individual)

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:

- ❖ New Members/ Farewells
- ❖ Financial Report –
  1. Balance – \$
  2. Upcoming Expenses:
  3. Dues/Membership Update
- ❖ Old/On-Going Business
  1. Fundraising
    - a. Future ideas
- ❖ New Business
  1. Elections

(PO Attendance Sheet for (Private Organization))