

**SAMPLE FORMAT FOR MEETING MINUTES**

(Name of Private Organization)  
P.O. Box xxxx  
Fort Meade, MD 20755-xxxx

1. The meeting of the (Name of Private Organization) was called to order on (date and time).
2. The following personnel and members were present:
  - a. Members Present:
  - b. Guest Present:
3. OLD BUSINESS:
  - a. The minutes of the last meeting were read and approve (or approve with the following changes).
  - b. The financial report was presented and approved (or approved with the following changes).
4. NEW BUSINESS:
  - a.
  - b.
  - c.
5. DISCUSSIONS:
  - a.
  - b.
  - c.
6. The meeting was adjourned at (date and time). The next meeting will be held (date and time) at (location).

Signature of Secretary  
Name of Secretary  
Position Title (Secretary)  
Date Signed

Signature of President  
Name of President  
Title of Position (President)  
Date Signed

Attachment  
Financial Report