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

Attachment
Financial Report