

SAMPLE FORMAT FOR MEETING MINUTES

(Name of Non-Federal Entity)
NFE Box 1234
USAG Bavaria APO AE 09114

- 1. The meeting of the (Name of NFE) 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 approved (or approved 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
Position Title (President)
Date Signed