Minutes of Meeting

Fundraising Group name:

Date of meeting:

Present:

Apologies:

Notes and actions agreed at today's meeting:

1. Minutes from last meeting read and accepted as correct?
2. Treasurer’s report
3. Current fundraising activity:
	1. Upcoming events
	2. Upcoming collections
	3. Collection tins and boxes
	4. Promotion and publicity
	5. Other
4. Correspondence
5. Future fundraising ideas
6. Referrals or queries for Community Fundraiser
7. Any other business
8. Date, time and venue of next meeting