

PRIVATE ORGANIZATION'S NAME
[ADDRESS]
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

MEMORANDUM FOR 319 FSS/FSR PRIVATE ORGS OFFICE ANNUAL

REVIEW FROM:

SUBJECT: MEETING MINUTES

1. The meeting of the _____ was called to order on _____
at _____ hours.
2. The following personnel and members were present:
 - a. Members Present:
 - b. Guest(s) 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 on _____ at _____ hours.

THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF WAR OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS

7. The next meeting will be held on _____ at _____ hours and located at _____

8. Our PO Org Box is _____

Signed on _____, President

Signed on _____, Secretary

Attachment:
Financial Report

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