

MEETING AGENDA



Fundraising Group name:

Date:

Time:

Venue:

AGENDA

1. Welcome
2. Minutes from the last meeting
3. Treasurer's report
4. Current fundraising activity:
 - a. Upcoming events
 - b. Upcoming collections
 - c. Collection tins and boxes
 - d. Promotion & publicity
 - e. Other
5. Correspondence
6. Future fundraising ideas
7. Referrals or queries for Community Fundraiser
8. Any other business
9. Date, time and venue of next meeting

Simple Meeting Agenda Template

EW Minium



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