

Running a Meeting

Sample Meeting Minutes

Camping for a Cause Meeting Minutes
Tuesday, November 14
4:00-5:00 p.m. at Lincoln H.S. Commons

Meeting participants: Dave, Naveena, Rachel, Tony, Shilpi, Lily

1. Opening/Introductions: Tony has just joined Camping for a Cause.
2. Regular Updates: Naveena gave an update on our finances. \$50 of our Youth Venture money has been spent. A discussion was then held about the financial goals for the first camping night. It was agreed that we want to raise \$1,000. An entrance fee for participants will raise part of this money, but other fundraising efforts are also necessary. **Action Item: Naveena will draft a donation request letter and bring it to the next meeting.**
3. Website Update: Naveena launched our website last week with help from Lily. Naveena would like more volunteers to help maintain the website. Tony volunteered to help maintain the website.
4. Upcoming Informational Meeting: We will hold an informational meeting on December 15th at 4:30 to get people interested in camping and refugee issues. We plan to invite guest speakers and offer refreshments. It was decided that we will be serving pizza at the meeting. Rachel and Lily offered to design a promotional poster for this meeting. **Action Items: Dave researches pizza prices. Shilpi will see if any of her colleagues are willing to be the guest speaker. Rachel and Lily meet at the library on Friday at 5:00 to design posters. Any volunteers are welcome to join. Lily talks to her mom about printing the posters.**
5. First Camping Night: The first Camping for a Cause camping event is tentatively scheduled for March. The location, date, and supervision needs to be approved by the Principal. **Action Items: Dave arranges a meeting with the Principal to work out details. Every team member asks at least one adult to be a supervisor.**
6. Closing: The next meeting will be held at **4:00 p.m. on November 28 in Lincoln High School Commons.**