

Sample 1: Branch Meeting Minutes

UNWLA Br. [number] Meeting Minutes [Date]

Below is a summary of our Branch [XX] meeting which was held on Friday [month, day, year] at the [location] at which [xx] members were present (List of members attending is attached).

- **Opening** – President [name] opened the meeting at 7:30 pm with a prayer.
- **Introduction of New Members** – President [name] introduced 3 new members:
 - [name]
 - [name]
 - [name]All were welcomed warmly.
- **Fundraisers:**
 - Pokrovsk – At our last fundraiser, we raised \$2350 for the orphanage in Pokrovsk, in the Donbas oblast. Monies were sent to the UNWLA headquarters in New York and will be delivered by Maria Furtak, the UNWLA representative in Ukraine.
 - Art Show – After considering possible dates in March and April it was decided to move the date to October 14th to give ourselves sufficient time to prepare.
 - [Person 1] and [person 2] agreed to co-chair the Art Show.
 - [Person 3] agreed to head up the refreshments committee.
 - In addition to [artist 1], it was suggested to include other artists as well. All agreed.
 - Church Bake Sale – April 29th was selected as date to hold bake sale at [Church].
 - [person] & [person] will head the bake sale committee.
 - Our members will be asked to provide items for the bake sale. Items suggested, in addition to canapés and desserts, included borsch, varenyky, holubtsi, nalysnyky. [Person] volunteered to make borsch. This will be further discussed at our next meeting. The bake sale will require setup starting at 8AM on the 29th and last to 1:00PM. We will be asking that our members take shifts which we will detail later. This is a fundraiser for our branch and we ask all of our members to please help in this effort.
 - New Fundraiser - discussion regarding a new fundraiser to support (name of UNWLA project) was discussed. Target goal is \$1000. A subcommittee comprised of the following members (names) will work on the details to bring back at our next meeting. Motion to approve proposal made by (name), seconded by (name). All in favor.
- **December/January Birthdays** – President listed the members celebrating birthdays in December and January. They were:
 - [name]
 - [name]
- **Upcoming Events**
 - 1/13 – Embroidery Exhibit in [city]
 - Month of January – Display of embroidered paintings at the [city] Public Library by [artist].
- **Items of interest**

- Our member, [Name], wrote an article for the Ukrainian Weekly about our Holodomor event.
- **Future Plans** – Suggested topics for future meetings included:
 - Financial planning
 - Reading and discussion of the book “Red Famine” by Anne Applebaum.

The meeting ended at 9:30PM. Next meeting will be held on **Friday, [date]** at 7:30 PM [location]