

**Sample 2: Minutes of Branch Meeting**

**Minutes of Branch (*number*) Meeting**  
**December 16, 2019, 1:30 p.m., (*date and time*)**  
**Ukrainian Cultural and Educational Center, Jenkintown, PA (*place*)**

Present: list all present at the meeting and if someone came late, or left earlier, include time of their arrival/departure.

1. Opening.  
Meeting opened with a prayer at 1:35 p.m.
2. Approval of agenda.  
Agenda was approved as proposed by Branch President (*name*)
3. Reading and approval of minutes from (*date of the last meeting*).  
Minutes from (*date of the last meeting*) were read and approved. (If there were corrections – list them here).
4. Correspondence - Branch President
  - a) Ukrainian Heritage School invited us all to their Christmas Concert. Please come and support them.
  - b) Branch 43 will be selling sweets for the Holidays December 21 starting 9 a.m. Come and buy some.
5. Financial report. Branch Treasurer.  
Last month we had an Art Exhibit. From sale of pictures and donations we made \$2,000, our expenses - \$987, our profit \$1,013. Currently, we have \$3,506 in our account.  
Maria X. proposed we send \$500 to the Ukrainian Museum to our Endowment Fund. Helen K. proposed we send \$750. After short discussion we voted on the first proposal: 10 yes and 1 no. We didn't vote for the second proposal, since majority voted for the first.  
The treasurer will send a check for \$500 to the Museum.
6. Our plans for 2020 - Branch President
  - a) We are planning to have an Art Exhibit in March. We need to put a down payment to rent the Gallery (2 rooms) and start advertising. Our Treasurer will take care of the down payment, and Arts and Museum Chair will take care of the flyers and invitations.
  - b) Our Branch is responsible for meals at the Convention. We will need everyone to help.
  - c) Since the Convention is in September, this year we will not have an exhibit in October.
7. Miscellaneous. Membership Chair reminded everyone about the importance to recruit new members for the Branch.
8. Closing.  
The meeting adjourned at 2:45 p.m.

Branch Secretary (*name*)