

ORGANIZATION LETTERHEAD (IF APPLICABLE)

18 April 2011

MEMORANDUM FOR [Org Name]

FROM: PRESIDENT, [Org Name]

SUBJECT: 13 Apr 11 Meeting Minutes

1. **LOCATION/DATE/TIME:**

2. Meeting called to Order by _____ at _____.

3. OLD BUSINESS:

3.1.

3.2.

4. NEW BUSINESS:

4.1.

4.2.

5. NEXT MEETING: Wednesday, 11 May 2011, 1630 hrs, Bay Breeze Event Center

6. ATTENDEES:

signature
NAME, rank, USAF
Position, PO name