

## NFE Meeting Minutes

(Name of NFE)  
(Address of NFE)

1. The meeting of the (Name of NFE) was called to order on (date and time) at (location).
2. The following personnel and members were present:
  - a. Members Present:
  - b. Guest Present:
3. OLD BUSINESS:
  - a. The minutes of the last meeting were read and approve (or approved with the following changes).
  - b. The financial report was presented and approved (or approved with the following changes).
4. NEW BUSINESS:
  - a.
  - b.
5. DISCUSSIONS:
  - a.
  - b.
6. The meeting was adjourned at (date and time). The next meeting will be held (date and time) at (location).

Signature of Secretary:  
Name of Secretary:  
Position Title: Secretary  
Date Signed:

Signature of President:  
Name of President:  
Title of Position: President  
Date Signed:

Attachment  
Financial Report