**Fundraising/Investor Meeting Minutes**

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| **Date:** |  | **Time:** |  |
| **Location:** |  | **Meeting Called by:** |  |
| **Type of Meeting:** | Fundraising / Investor Meeting | **Facilitator/Chairperson:** |  |
| **Note Taker/secretary:** | |  | |

**1. Attendance**

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| --- | --- | --- |
| **Present** | **Absent** | **Guests** |
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**2. Agenda Items**

**a. Welcome & Opening Remarks**

* Chairperson welcomed participants and outlined meeting objectives.

**b. Review of Previous Meeting Minutes (if applicable)**

* Summary of last meeting’s outcomes and action items.

**c. Fundraising Updates**

* Progress report on current fundraising campaigns.
* Total funds raised to date vs. target.
* Updates on donor engagement and outreach strategies.

**d. Investor Relations Updates**

* Reports on current investors and commitments received.
* Presentation of new potential investors.
* Discussion on investor expectations and communication.

**e. Financial Overview**

* Budget utilization and allocation of funds raised.
* ROI projections for investors.
* Financial forecasts and sustainability outlook.

**f. Upcoming Fundraising Strategies**

* New initiatives or events planned.
* Partnerships and sponsorship opportunities.
* Marketing and communication plan for donor/investor engagement.

**g. Open Discussion**

* Questions, feedback, and recommendations from participants.

**h. Decisions Made**

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**3. Action Items & Responsibilities**

| **Task** | **Responsible Person** | **Deadline** |
| --- | --- | --- |
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**4. Next Meeting**

* **Date/Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Adjourned At:** \_\_\_\_\_\_\_\_\_\_\_\_

**Minutes Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Minutes Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_