**Investment Committee Meeting Minutes**

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| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Committee:** | **Investment Committee** | | |
| **Date:** |  | **Time:** |  |
| **Location:** |  | | |

**1. Call to Order**

Meeting called to order at [Text] by (Chairperson).

**2. Attendance**

**Present Members:**

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**Absent Members (with/without notice):**

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|  |

**Guests/Advisors:**

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**3. Approval of Agenda**

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| Agenda for the meeting was reviewed and approved / amended. |
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**4. Approval of Previous Minutes**

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| Minutes of the previous Investment Committee meeting dated \_\_\_\_\_\_\_\_\_\_ were reviewed and approved / amended. |
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**5. Reports & Updates**

* **Portfolio Performance Review:**
  + Summary of current portfolio performance, returns, and benchmarks.
  + Discussion of investment trends and market outlook.
* **Financial Report:**
  + Presentation of fund performance, asset allocation, and cash flow.
  + Review of fees, costs, and expenses.

**6. New Business / Proposals**

* Evaluation of new investment opportunities.
* Risk assessment and compliance considerations.
* Recommendation(s) for asset allocation changes.
* Approval / Rejection of proposed investments.

**7. Decisions & Resolutions**

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**8. Action Items**

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| --- | --- | --- | --- |
| **Assigned to:** |  | **Due day:** |  |
| **Assigned to:** |  | **Due day:** |  |

**9. Other Business**

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**10. Next Meeting**

* Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Adjournment**

* Meeting adjourned at \_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Signatures**

**Chairperson:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_  
**Secretary/Recorder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_