

Charity Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda Items

1. **Welcome and Introductions**
 - Facilitator: [Insert Name]
2. **Review of Previous Meeting Minutes**
 - Discussion and approval of last meeting's minutes
3. **Fundraising Event Updates**
 - Progress on event planning
 - Team roles and responsibilities
4. **Budget Review**
 - Current budget status
 - Funding needs and strategies
5. **Marketing Strategies**
 - Outreach plan and marketing materials
 - Social media promotions
6. **Open Discussion**
 - Q&A and additional concerns
7. **Next Steps and Action Items**
 - Assign tasks and set deadlines
8. **Schedule Next Meeting**
 - Date and time selection

Thank you for your dedication to our cause!