

SECRETARY MEETING MINUTE OUTLINE

Date _____

A regular (or special) meeting of _____ Veterans of Foreign Wars United States Auxiliary to Post No. _____, was called to order on _____ (date) at _____ (time) in the VFW hall (or where ever held) _____, by President _____, with _____ members present.

Guests present were _____

All officers answered roll call except _____, chair filled by _____, and _____, chair filled by _____.

Opening ceremonies were held in accordance with the Ritual.

The following were escorted in by the conductor and introduced from the floor

Petitions for membership: _____, with eligibility under _____, and recommended by _____.

Investigating committee, _____, _____, and _____ found _____ with everything in order and recommended their membership. They were accepted (or rejected).

Initiation of Auxiliary member _____ took place after which a short recess was declared to welcome the member into the Auxiliary.

Minutes of the previous meeting were read and approved (or corrected and approved with corrections).

Treasurer's Report

Balance on hand as of last report _____; Total Receipts _____; Total Disbursements _____; Balance Brought Forward _____.

Presentation of bills:

_____ Totaling \$ _____

Official Communications were read: Michigan Connection _____ and communications from _____

Reports of Committees, Standing and Special:

Veterans and Family Support _____

Americanism/Patriotic Instructor _____

Auxiliary Community Outreach _____

"Buddy"® Poppy/VFW National Home for Children _____

Historian/Media Relations _____

Hospital _____

Legislative _____

Membership _____

Scholarships _____

Youth Activities and Camp Trotter _____

Special Committees:

Audit report for period of _____ to _____ was presented by Trustee # _____, _____ as follows: Balance Brought Forward _____; Total Receipts _____; Total Disbursements _____; Balance as of this meeting _____.

Moved by _____ and seconded by _____ to approve the Audit. MC/MR

Unfinished Business:

New Business: (Draping the Charter, Elections, etc)
Charter was draped for _____ who went to her/his heavenly home on _____, 20__.

New Business Continued:

_____ moved to _____

Seconded by _____ MC/MR

_____ moved to _____

Seconded by _____ MC/MR

_____ moved to _____

Seconded by _____ MC/MR

_____ moved to _____

Seconded by _____ MC/MR

_____ moved to _____

Seconded by _____ MC/MR

Senior Trustee _____ reported that the Trustees have examined the bills and found them correct and moved that the bills be paid. Seconded by _____ MC/MR

Suggestions for the Good of the Order:

Closing ceremonies were conducted according to the Ritual and the meeting was adjourned to reopen _____.

Loyally Submitted:

Date minutes read and approved _____