

## SECRETARY MEETING MINUTE OUTLINE

Date \_\_\_\_\_

A regular (or special) meeting of \_\_\_\_\_ Auxiliary # \_\_\_\_\_, Veterans of Foreign Wars was called to order \_\_\_\_\_ at \_\_\_\_\_ in the VFW hall (or where ever held) a \_\_\_\_\_, \_\_\_\_\_ by President \_\_\_\_\_.  
With \_\_\_\_\_ members present. Visitors present were \_\_\_\_\_.

All officers answered roll call with the exception of \_\_\_\_\_, chair filled by \_\_\_\_\_, \_\_\_\_\_, chair filled by \_\_\_\_\_.

Opening ceremonies were held in accordance with the Ritual.

The \_\_\_\_\_ officer was escorted in with the colors and \_\_\_\_\_ were introduced from the floor.

Petitions for membership: \_\_\_\_\_, with eligibility under \_\_\_\_\_, and recommended by \_\_\_\_\_. Sisters/Brothers' \_\_\_\_\_ and \_\_\_\_\_ were part of the Investing Committee. Sister/Brother \_\_\_\_\_ reported the committee had found \_\_\_\_\_ with everything in order and recommended her membership. Applicant was accepted (or rejected).

Initiation of Sister/Brother \_\_\_\_\_ took place after which a short recess was declared to welcome new member into the Auxiliary.

**Minutes** of the previous meeting were read and approved (or approved as corrected).

**Treasurer's Report** – If you insert copy into your minutes you don't need to fill this section in.

Balance on hand as of last report \$ \_\_\_\_\_

### Receipts

Number	Name	Purpose	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total \$ \_\_\_\_\_

### Disbursements

Number	Name	Purpose	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total \$ \_\_\_\_\_

Balance last report \_\_\_\_\_  
Receipts \_\_\_\_\_  
Disbursements \_\_\_\_\_  
Balance on hand \_\_\_\_\_

Presentation of bills: \_\_\_\_\_  
\_\_\_\_\_ Totaling \$ \_\_\_\_\_

**Official Communications** were read: Michigan Connection for months of \_\_\_\_\_,  
Chief of Staff/Extension Bulletin for months of \_\_\_\_\_ and communications  
from \_\_\_\_\_  
\_\_\_\_\_

**Reports of Committees - Standing and Special:**

**Veterans & Family Support** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Americanism Report** \_\_\_\_\_,  
\_\_\_\_\_

**Auxiliary**  
**Outreach** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**“Buddy”® Poppy/VFW National Home for Children** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Chief of Staff** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Historian/Media Relations Report** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Hospital Report** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Legislative Report** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Membership Report** \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

**Mentoring for Leadership** \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scholarships Report** \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Youth Activities Report** \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Audit Report** given by Trustee # \_\_\_\_\_, \_\_\_\_\_ read as follows:

Audit report for period of \_\_\_\_\_ to \_\_\_\_\_

Fund	Cash balance Last report	Receipts	Disbursements	Cash balance This report
Aux. General fund	_____	_____	_____	_____
Dept. & Nat'l Dues	_____	_____	_____	_____
Aux. Relief fund	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____
_____	_____	_____	_____	_____
Savings Account	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Balance - All funds Including Savings Account \_\_\_\_\_

Bank Balance as Shown on Bank Statement \_\_\_\_\_

Less Outstanding checks \_\_\_\_\_

Total Bank Balance \_\_\_\_\_

Audited this date: \_\_\_\_\_

Signed by Trustees: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Unfinished Business:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Business:**

Charter was draped for \_\_\_\_\_ who went to their heavenly home on  
\_\_\_\_\_, 20\_\_.

**New Business Continued:**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded \_\_\_\_\_

MC/MD

\_\_\_\_\_ moved and \_\_\_\_\_ seconded \_\_\_\_\_  
MC/MD

\_\_\_\_\_ moved and \_\_\_\_\_ seconded \_\_\_\_\_  
MC/MD

\_\_\_\_\_ moved and \_\_\_\_\_ seconded \_\_\_\_\_  
MC/MD

\_\_\_\_\_ moved and \_\_\_\_\_ seconded \_\_\_\_\_  
MC/MD

\_\_\_\_\_ moved and \_\_\_\_\_ seconded \_\_\_\_\_  
MC/MD

**Report of Trustees and Action Thereon: (Motion to pay Bills Presented)**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ MC

**Suggestions for the Good of the Order:**

\_\_\_\_\_  
\_\_\_\_\_

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Closing ceremonies were conducted according to the Ritual and the meeting was adjourned at \_\_\_\_\_ to  
reopen \_\_\_\_\_.

Loyally Submitted:

\_\_\_\_\_

Date minutes read and approved \_\_\_\_\_