

DISTRICT SECRETARY MEETING OUTLINE

A regular (or special) meeting of _____ Veterans of Foreign Wars United States Auxiliary was called to order _____ (date) at _____ (time) in the _____ (location), by President _____, with _____ members present.

All officers answered roll call except for: _____, chair filled by _____; _____, chair filled by _____; _____, chair filled by _____.

Opening ceremonies were held in accordance with the Ritual.

Guest present were:

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

Treasurer's Report:

Balance brought forward from last report:	\$ _____
Total Receipts:	\$ _____
Total Disbursements	\$ _____
Balance as of this meeting	\$ _____

Presentation of bills:

_____ Totaling \$ _____

Official Communications were read:

Reports of Committees, Standing and Special:

Veterans and Family Support

Americanism

Auxiliary Community Outreach

"Buddy" Poppy®/VFW National Home

Historian/Media Relations

Hospital

Legislative

Membership

Scholarships

Youth Activities/Camp Trotter

Special Committees:

Audit report for period of _____ to _____
Presented by Trustee # _____, _____

read as follows:

Balance brought forward from last report:	\$ _____
Total Receipts:	\$ _____
Total Disbursements	\$ _____
Balance as of this meeting	\$ _____

_____ moved and _____ seconded to
approve the Audit. MC/MD

Unfinished Business:

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

New Business Continued:

_____ moved to _____
Seconded by _____ MC

_____ moved to _____
Seconded by _____ MC

_____ moved to _____
Seconded by _____ MC

_____ moved to _____
Seconded by _____ MC

_____ moved to _____
Seconded by _____ MC

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

Suggestions for the Good of the Order:

Closing remarks from the Department Representative:

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

Loyally Submitted:

Date minutes read and approved _____