

**DISTRICT SECRETARY MEETING MINUTE OUTLINE**

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

All officers answered roll call except for:

- \_\_\_\_\_, chair filled by \_\_\_\_\_.
- \_\_\_\_\_, chair filled by \_\_\_\_\_.
- \_\_\_\_\_, chair filled by \_\_\_\_\_.
- \_\_\_\_\_, chair filled by \_\_\_\_\_.
- \_\_\_\_\_, chair filled by \_\_\_\_\_.
- \_\_\_\_\_, chair filled by \_\_\_\_\_.

Opening ceremonies were held in accordance with the Ritual.

Guest present were:

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

Treasurer's Report (must be written or typed and pasted into the minutes)

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

Presentation of bills:

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\_\_\_\_\_ Totaling \$ \_\_\_\_\_

Official Communications were read:

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

**Veterans and Family Support**

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**Americanism**

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**Auxiliary Community Outreach**

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

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**Chief of Staff**

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**Historian/Media Relations**

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**Hospital**

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**Legislative**

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**Membership**

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**Mentoring for Leadership**

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**Scholarships**

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**Youth Activities (includes Camp Trotter)**

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**Special Committees:**

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

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

(Copy of Audit must be written or typed and pasted into the minutes)

\_\_\_\_\_ moved and \_\_\_\_\_ seconded  
to approve the Audit. MC/MD

Audits Report (must be written or typed and pasted into the minutes)

Balance brought forward from last report: \$ \_\_\_\_\_

Total Receipts: \$ \_\_\_\_\_

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

Balance as of this meeting \$ \_\_\_\_\_

**Unfinished Business:**

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**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 and \_\_\_\_\_ seconded  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ MC

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

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

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

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

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

**Closing remarks from the Rep:**

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

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

**Loyally Submitted:**

\_\_\_\_\_

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