

SECRETARY MEETING MINUTE OUTLINE

*Meeting outline is for meetings with floor work, some sections may have to be skipped if holding a Roundtable meeting.

A regular (or special) meeting of _____ Veterans of Foreign Wars United States Auxiliary to Post No. _____, was called to order (date) _____ at (time) _____ in the VFW hall (location) _____, 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. Other guests introduced were _____.

Petitions for membership:

_____, with eligibility under _____ and recommended by _____.
_____, with eligibility under _____ and recommended by _____.

Investigating committee: _____, _____, and _____ had 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 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:

_____ Totaling \$ _____

Official Communications were read: General Orders # _____ and communications
from: _____

Reports of Committees, Standing and Special:

Veterans and Family Support

Americanism

“Buddy Poppy®”/VFW National Home for Children

Historian/Media Relations

Hospital

Legislative

Membership

Mentoring for Leadership

Scholarships

Youth Activities

Special Committees:

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

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 and _____ seconded _____

_____ MC

_____ moved and _____ seconded _____

_____ MC

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

Loyally Submitted:

Date minutes read and approved _____