

## 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: Michigan Connection # \_\_\_\_\_ and communications from: \_\_\_\_\_

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

**Veterans and Family Support**

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**Americanism**

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

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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

**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

\_\_\_\_\_ 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:

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

Loyally Submitted:

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