

Sample Secretary Meeting Minutes Outline

SECRETARY MEETING MINUTES OUTLINE

*Meeting outline is for Contemporary/Traditional meetings. Some sections may have to be skipped if holding a Roundtable meeting.

Date _____

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 (or where ever held) _____, by President _____, with _____ members present.

Opening ceremonies were held in accordance with the ritual. All officers answered roll call with the exception of _____, chair filled by _____; _____ chair filled by _____.

Visitors present were _____
_____ was escorted in.

Petitions for membership _____, with eligibility under _____, and recommended by _____.

Investigating committee _____, and _____ had found _____ with everything in order and recommended for membership. The member(s) 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). (See Section 812 for presentation options.)

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

Treasurer's Report (incorporated into the minutes) (See Section 813 for presentation options.)

Balance on hand as of last report	\$ _____
Total Receipts	\$ _____
Total Disbursements	\$ _____
Balance forward	\$ _____

Presentation of bills: _____
_____ Totaling \$ _____

Other guests introduced were _____

Reports from committees Standing and Special were given:

Veterans & Family Support _____

Americanism/Patriotic Instructor _____

Auxiliary Outreach _____

"Buddy"® Poppy & VFW National Home _____

Historian & Media Relations _____

Hospital _____

Legislative _____

Membership _____

Scholarships _____

Youth Activities _____

Other _____

Audit report given by Trustee # _____, _____ read as follows:
Audit report for period of _____ to _____ (Copy of Audit
incorporated into the minutes)

Unfinished Business:

New Business: (Draping the Charter, Elections, etc.)

Charter was draped for _____ who went to her/his heavenly home on
_____, 20 ____.

New Business Continued:

(All motions should list first and last names of persons making and seconding motions.)

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

_____ moved and _____ seconded _____
_____ MC/F

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/F.

Suggestions for the Good of the Order: _____

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

Loyally Submitted,