

SAMPLE MEETING MINUTES

MINUTES OF THE VFW AUXILIARY XXX REGULAR MEETING HELD ON 9/10/2020

The meeting of the VFW Auxiliary # was called to order at 7:05 PM on Thursday 9/10/2020, by President at the Post Home located at 4145 34th Str. N, Saint Petersburg, FL 33714 with 25 members in attendance. Members agreed to use contemporary meeting format for this meeting.

All Auxiliary Officers were in attendance except Sr Vice President (Pro temp (name), and Trustee 1 (Pro-temp (name)). President opened the meeting according to ritual.

Minutes from the previous meeting were distributed and approved as corrected subject to audit. The following official communications were read:

The Treasurer's report was read and corrected subject to audit: General Fund: \$111.11; Natl/Dept Dues Fund: 0.00; Relief Fund: \$111.00; Bingo Fund: \$1111.00; Savings/CD: \$1111.00; Total All Funds: \$2444.11. Membership is @ 84.62%. One bill for \$11.72 to (name) for SOI Buddy Poppy display was presented.

Chairman Reports:

- Madam Chaplain mailed one (1) get well card
- Americanism Chairman gave brief update
- Buddy Poppy Chairman gave update on Department Fall Conference Buddy Poppy display contest
- Hospital & Historian Chairman gave brief update
- Legislative Chairman gave update on 'Bill' being created to present at Dept Mid-Winter Conference
- Youth Activities stated that she has contacted Elem Teacher about supplies, and she plans to drop off donated donations sometime during the week

The following unfinished business was discussed:

- It was moved by (name), seconded by (name) to dissolve the Cancer Assistance fund and transfer the money currently allocated to this fund into the Relief Fund. All in favor, Motion carried
- Oktoberfest is scheduled for 10/17 @ 1pm need volunteers. A short Remembrance and Moment of Silence will also be held for our long-time members who died during this past year.
- Further discussions are needed for the 12/12 Children's Christmas party regarding how it will be held (possible in-car drive by to distribute toys) and ways to get donations to help with the cost of the toys, gifts.

The following new business was discussed and acted upon:

- The following Auxiliary Officers were nominated and elected by acclamation:
 - President – (Name)
 - Sr Vice – (Name)
 - Jr Vice – (Name)
 - Treasurer (Name)
 - Chaplain (Name)
 - Conductor (Name)
 - Guard – (Name)
 - Trustee 3 – (Name)
- It was moved by (name) and seconded by (name) to set up a box in the Canteen to collect needed items for school supplies. Motion carried

It was moved by (name), seconded by (name) to reimburse (name) \$11.72. The next Trustee Audit will be held on Monday, 10/10 @ 3:30pm

With no further business to come before the members, Auxiliary President closed the meeting at 8:25pm according to ritual. Our next meeting will be Monday, 11/2/2020.

Respectfully Submitted,

Auxiliary Secretary

VFW Auxiliary _____ Meeting Minutes

The meeting of the VFW Auxiliary _____ was called to order at ____ PM on _____, by President _____ at the Post Home located at _____ with _____ members in attendance. Members approved (Roundtable, Contemporary, Traditional) format for this meeting.

Roll call of officers:

Officers	Name	Present	Absent	Pro tem
President				
Sr. Vice President				
Jr. Vice President				
Secretary				
Treasurer				
Chaplain				
Conductor				
Guard				
Patriotic Instructor				
Trustee 3				
Trustee 2				
Trustee 1				

President (Name) opened the meeting according to ritual.

Petition for Membership:

1. _____
2. _____
3. _____
4. _____
5. _____

Reading of Minutes:

Meeting minutes were distributed at the meeting. Minutes approved as distributed.

Official and other communications:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

VFW Auxiliary _____ Meeting Minutes

Treasurer's Report:

Treasurer's report was distributed at the meeting. Report approved subject to audit.

General	
Relief Fund	
Dept/Nat Due	
Subtotal	
Bingo Fund	
Savings/CD	
Total:	

Presentation of Bills:

Report of Committees:

- Chaplain: _____

- Veterans and Family Support/Community Outreach: _____

- Americanism: _____

- Membership: _____

- Buddy Poppy /National Home: _____

- Legislative: _____

- Media Relations: _____
- Historian/Hospital: _____

- Youth Activities: _____

- Scholarships: _____

- President Special Project: _____

VFW Auxiliary _____ Meeting Minutes

- Audit Report – Motion by _____, seconded by, _____ to accept Audit Report as read. Motion carried

Unfinished Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

(Sample Motion: Motion was made by (member name), and seconded by (member name) to purchase \$50 in instant lottery tickets and a \$50 gift card for raffle basket. 100 tickets will be sold at \$5 each. All in favor, motion carried)

New Business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Report of Trustees:

Motion was made by _____, seconded by _____ to pay bills presented at meeting. Motion carried

VFW Auxiliary _____ Meeting Minutes

Good of the Order:

With no further business to come before the members, Auxiliary President (Name) closed the meeting at

_____ according to ritual. Our next meeting will be _____ on _____.

SAMPLE

VFW AUXILIARY 0000 REGULAR MEETING AGENDA 8/15/2022

CALL TO ORDER	President
ROLL CALL OFFICERS	Secretary
OPENING PRAYER	Chaplain
PLEDGE OF ALLEGIANCE	Patriotic Instructor
WELCOME GUESTS	President
READING OF NEW MEMBER APPLICATIONS	Secretary
REPORT OF INVESTIGATION COMMITTEE	Committee
VOTING ON NEW MEMBER APPLICATIONS	President
ADMIT ANY NEW MEMBERS	Guard
MINUTES OF PREVIOUS MEETING	Secretary
OFFICIAL COMMUNICATIONS	Secretary
TREASURER'S REPORT	Treasurer
PRESENTATION OF BILLS	Secretary
CHAPLAINS REPORT	Chaplain
PROGRAM CHAIRMAN UPDATES	Chairmen
UNFINISHED BUSINESS	
• June Convention –	
• July Spaghetti Dinner fundraiser	
• Bingo Marathon Recap –	
NEW BUSINESS	
• Nominations/Election of Trustee 1	
• Install Trustee 1 & 2	
• Holiday Event	
REPORT OF TRUSTEES (Motion to pay bills)	
SUGGESTIONS FOR THE GOOD OF THE ORDER	Open
CLOSING REMARKS	President
NATIONAL CHILDRENS HOME & CLOSING PRAYERS	Chaplain

PLEASE TURN YOUR CELL PHONES OFF OR ON SILENT MODE