

The regular (or special) meeting of the Auxiliary to (name) VFW Post (#) was held on (date) in the Post meeting room. The meeting was called to order by President (first and last name) at (time) with (#) members present.

The roll call found the following officers absent: (Office) (first/last name) pro tem (first/last name).

Opening ceremonies were held according to the Ritual.

Applications were read from (first/last name) who is joining under the eligibility of (veteran's name) and (relationship). (First/last name) made a motion upon recommendation of the Investigating Committee to accept the member, seconded by (first/last name.) Motion (approved/ disapproved) and the Secretary will notify the member.

Minutes: The minutes of the last meeting were read and approved as presented (or as corrected.)

Communications: The following Communications were read.

National

Department

District

Member

VFW

Community

Treasurer's Report: Treasurer (first/last name) read the Treasurer's report. The General Fund had a beginning balance of \$____, deposits of \$____, disbursements of \$____ and a new balance of \$____. The Relief fund had a beginning balance of \$____, deposits of \$____, disbursements of \$____ and a new balance of \$____. Total funds are \$____.

Presentation of Bills: (First/last name) had a bill in the amount of \$____ for _____. Bills were given to the Trustees to review.

Guests: First/last names of any guests .

Committee Reports: The Audit report was read by (first/last name). (First/last name) made a motion to accept the audit report, seconded by (first/last name.) Motion approved (or disapproved.)

Unfinished Business:

New Business:

Report of Trustees: (First/Last name) reported that the Trustees reviewed the bills and make a motion (or do not recommend) to pay them, seconded by (first/last name.) Motion approved (or disapproved)

Good of the Order:

Closing: Closing ceremonies were held in accordance with the Ritual, after which the meeting adjourned. The next meeting will be (date/time.)

Respectfully submitted,

(First/Last name)

Auxiliary Secretary

Date approved: ____