

American Legion Auxiliary

Department of Oklahoma

(Insert Unit Name and Number) Minutes

Meeting type: Unit Executive Committee or Members meeting (circle one)

Today’s date: . Time:

1. The meeting was called to order by: .
2. Then opened with a Prayer, Pledge of Allegiance and the Preamble.
3. Guests {were introduced and welcomed} {were not present} circle one.
4. Copies of the previous meeting minutes were provided to membership, reviewed, no/yes corrections were made. A motion to approve the minutes was made by:

 then seconded by: and approved.

1. There was no correspondence or correspondence was received from (circle one.)

Regarding:

1. Treasurer’s report was given by: and a copy was provided to membership.
2. Committee Reports: Chair **{be sure to note topic of discussion, if a motion was made, who made a motion, who 2nd the motion & if the motion carried or amendment to motion was made. Then a vote was take and the motion passed / failed}**

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| 1. Americanism: Post needs help placing flags on Memorial Day (veterans’ gravesites and downtown), Flag Day, Labor Day, & Veterans Day. (circle one)
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| 1. Community Service:
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| 1. Constitution and By-Laws:
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| 1. Education:
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| 1. Finance:
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| 1. ALA Girls State:
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| 1. Historian:
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| 1. Junior Activities:
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| 1. Leadership:
 |
| 1. Legislative:
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| 1. Membership
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| 1. National Security
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| 1. Poppy Program
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| 1. Public Relations
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| 1. Risk and Compliance Committee
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| 1. Veterans Affairs and Rehabilitation
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1. Old Business

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1. Unfinished Business:

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1. New Business

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A motion to adjourn was made by: and seconded by . A vote was take, the motion passed, and the meeting adjourned at .