

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) |
| 1. Community Service: |
| 1. Constitution and By-Laws: |
| 1. Education: |
| 1. Finance: |
| 1. ALA Girls State: |
| 1. Historian: |
| 1. Junior Activities: |
| 1. Leadership: |
| 1. Legislative: |
| 1. Membership |
| 1. National Security |
| 1. Poppy Program |
| 1. Public Relations |
| 1. Risk and Compliance Committee |
| 1. Veterans Affairs and Rehabilitation |

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 .