

XXXXXXXXXX CHAPTER
UNITED STATES ARMY WARRANT OFFICERS ASSOCIATION
P.O. BOX XXXXXXXXX

Call to Order: President (Last Name) called the meeting to order at (location) on the (day) of (Month), (Year)

President: (Mr.Ms), (First and Last name)

Vice-President: (Mr.Ms), (First and Last name)

Secretary: (Mr.Ms), (First and Last name)

Treasurer: (Mr.Ms), (First and Last name)

The pledge of allegiance: (The Pledge of allegiance is said by all, simply type in “complete” here)

Secretary’s Report:

Report number of Proxy’s present. The minutes from the last meeting was read and a motion to approve was submitted by (Mr.Ms) (First and Last name), seconded by (Mr. Ms), (First and Last name) motion carried.

Treasurer’s Report:

Report from last meeting was read and a motion to approve subject to audit was submitted by, (Mr/MS), (First and Last name) seconded by, (Mr. Ms), (First and Last name) motion carried. (Attach Finance Report to minutes)

Committee Reports: A progress report from each committee should be given if there are any committees.

Vice-President’s Report: Words from the VP

President’s Report: Words from the P

Unfinished Business: Any business that was not finalized at the last meeting. Always refer to this action as unfinished versus “Old”

New Business: Anything that is new since the last meeting should be discussed that is new to the Chapter

Community Affairs: what the Chapter did to help the community. Who participated by name, how much money was made, if any. Where will this money go and how much?

Charity: This is where you put the dollar amount donated and to what organization.

Guest Speaker: If you have one put his/her name here

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Professional Development Topic: Briefly discuss the OPD

Membership, Recruiting and Retention: Current membership is at XXXXX . Enter any recruiting/retention information here.

Adjournment: A motion was made by (Mr. Ms), (First and Last name) to adjourn and seconded by (Mr. Ms), (First and Last name). Meeting adjourned at XXXX hours.

(Mr.Ms), (First and Last name)
 Chapter Secretary

(Mr.Ms), (First and Last name)
 Chapter President

Number of Members Present #
 Number of Proxy's Present #
 Guests Present #

STATEMENT OF FINANCIAL CONDITION AS OF: (Date)	
<i>CASH ON HAND @ BANK as of (Date:)</i>	\$ 1,807.99
INCOME:	
Chapter Rebate's	\$ 18.50
Raffle Tickets for Gift Basket	\$150.00
Concession Stand Sales @ Optimust Football	\$400.00
TOTAL INCOME	\$ 568.50
TOTAL AVAILABLE ASSETS (CASH + INCOME) =	\$ 2,376.49
EXPENSES	
Gift Baskets for Raffle	\$ 50.00
Food for Concession Stand	\$ 200.00
Postage for mailing	\$ 100.00
Scholarship Reserve	\$25.00
Charitable Donation - CFC Family Readiness Group ID	\$25.00
TOTAL EXPENSES	\$ 400.00
NET AVAILABLE FUNDS (AVAILABLE ASSETS - EXPENSES)	\$ 1,976.49

NOTE 1: Additional Pointers (If using this template, delete the notes section before sending):

- a. If you don't have an entry for a specific area, enter "none"
- b. Add your financial statement when submitting minutes. (Excel spreadsheet attached- this is optional to put it on the actual minutes vs. submit a separate report. Double click to open)
- c. USAWOA Manual 300-1 provides guidance on the timing and submission of minutes and financial reports. <http://usawoa.org/wp-content/uploads/2014/01/M300-1-Operations-Manual.pdf>

NOTE 2: When you complete the minutes send them to: Herb Rundgren at usawoamdb@verizon.net, Jack Du Teil at usawoaed@verizon.net, Region Director, MS Frances Beltran at frankie28can@gmail.com and Deputy Director, Mr Kiven Shaw at nafl@nafl-usa.com. Meeting minutes do not need to be approved before you send them.