



**DAV Department of Michigan
CHAPTER MEETING MINUTES
TEMPLATE**

CHAPTER NUMBER AND NAME: _____

MEETING DATE: _____ **MEETING TIME:** _____

CHAPTER OFFICERS:

TITLE	NAME	PRESENT	ABSENT
Commander			
Sr. Vice Commander			
1 st Jr. Vice Commander			
Adjutant			
Treasurer			
Chaplain			
Sergeant-At-Arms			
Officer of the Day			

ORDER OF BUSINESS:

#	AGENDA TOPIC	OWNER	MINUTES
1	Opening Ceremony	Chaplain or Designee	Document that Chaplain sited the Opening Prayer
2	Roll Call of Officers	Adjutant	Suggest having a sign-in sheet for membership and attach to minutes
3	Mission	Commander	Read Mission Statement to Membership
4	Introduction of Visitors	Commander	<ul style="list-style-type: none"> ▪ List visitors introduced; including their purpose for attending meeting
5	Reading of last meeting's minutes	Adjutant	<ul style="list-style-type: none"> ▪ Read out loud last meeting minutes ▪ Document concerns/discussion: ▪ Motion to approve by: _____ ▪ Second by: _____
6	Treasurer's Report (see template)	Treasurer	<ul style="list-style-type: none"> ▪ Treasurer (or designee) – walked through Treasurer's report with Membership ▪ Document concerns/discussion: ▪ Motion to approve by: _____ ▪ Second by: _____
7	Bills against the Chapter	Treasurer/ Commander	Reviewing bills/upcoming expenses and getting membership approval

MEETING DATE: _____

#	AGENDA TOPIC	OWNER	MINUTES
8	Sickness & Distress	Commander	
9	Applications for membership Transfers	Adjutant	<ul style="list-style-type: none"> ▪ Present to Membership the members requesting transfer to this chapter ▪ List the name(s) here ▪ Document concerns/discussion: ▪ Motion to approve by: _____ ▪ Second by: _____ COMMANDER to sign Transfer request form(s) and submit as needed
10	Introduction of new members	Commander	<ul style="list-style-type: none"> ▪ Introduced new members (list names) ▪ Oath of Office administered
11	Reading of Communications	Adjutant or Designee	<ul style="list-style-type: none"> ▪ General updates, miscellaneous information
12	Committee reports	List your Committee Chairs	<ul style="list-style-type: none"> ▪ List name of Committee, who is reporting, and what is reported (or reference document if attached) <p>Motion and second will be needed for each Committee report:</p> <ul style="list-style-type: none"> ▪ Motion to approve by: _____ ▪ Second by: _____ <p><i>Chairman of the Committee cannot motion to approve</i></p>
13	Unfinished (old) Business	Commander	<ul style="list-style-type: none"> ▪ List OLD business here and discussion notes <p>Motion and second will be needed for <u>each</u> Old Business topic</p> <ul style="list-style-type: none"> ▪ Motion to approve by: _____ ▪ Second by: _____
14	New Business	Commander	<ul style="list-style-type: none"> ▪ List NEW business here and discussion notes <p>Motion and second will be needed for <u>each</u> New Business topic</p> <ul style="list-style-type: none"> ▪ Motion to approve by: _____ ▪ Second by: _____

CHAPTER NO. & NAME: _____ MEETING MINUTES PAGE _____ OF _____

MEETING DATE: _____

#	AGENDA TOPIC	OWNER	MINUTES
15	Good of the Order	Commander	Next meeting: _____ ▪ Motion to approve by: _____ ▪ Second by: _____
16	Memorial Ceremony	Commander	▪ Motion to approve by: _____ ▪ Second by: _____
17	Adjournment with closing prayer	Chaplain & Commander	▪ Chaplain reads closing prayers ▪ Commander (designee) announces Adjournment ▪ Motion to adjourn by: _____ ▪ Second by: _____