THE AMERICAN LEGION POST 47

Official Meeting Minutes Form

1. General Meeting Details – Executive Board

Date of Meeting: _____10/21/26 ___ **Time Called to Order:** _7:02 PM_____

Location/Venue: Post 47 Meeting Hall

Presiding Officer (Commander):

Recording Secretary (Adjutant):

2. Opening Ritual Checklist

- ☐ Flags: Stationed properly.
- ☐ Opening Prayer: Offered by the Chaplain.
- ☐ POW/MIA Empty Chair Ceremony: Completed.
- ☐ Pledge of Allegiance: Recited.
- ☐ Preamble to the Constitution of The American Legion: Recited.

3. Roll Call of Officers

Office	Name	Present	Absent
Commander	Steve	☒	☐
First Vice Commander	Nate	☒	☐
Second Vice Commander		☐	☒
First Member-at-Large	Kristen	☒	☐
Second Member-at-Large	Dianne]	☒	☒
Adjutant	Neil	☒	☐
Finance Officer	Dianne	☐	☒
Past Commander	Neil	☒	☐
Chaplain		☐	☒
Sergeant-at-Arms		☐	☒
Service Officer		☐	☒
Historian		☐	☒

Quorum Present? ☒ Yes ☐ No **Number of Members in Attendance: 7**

Guests / Introduction of Visitors:

4. Reading and Approval of Previous Minutes

Minutes of Previous Meeting Dated: _____

Action Taken: ☐ Approved as read ☐ Approved with corrections ☐ Postponed

Notes / Corrections:

5. Committee & Officer Reports

Finance Report

Account	Starting Balance	Total Receipts	Total Disbursements	Ending Balance
Post	$0.00	$ 0.00	$ 0.00	$13210.50
Club	$0.00	$0.00	$0.00	$169918.06
Gambling	$0.00	$0.00	$0.00	$106798.07
Money Market	$0.00	$0.00	$0.00	$7637.21

Action Taken: ☐ Received and filed for audit ☒ Approved

Committee & Staff Reports

Committee / Staff Section	Chairman / Officer	Summary of Report / Action Needed
Adjutant Report	Neil	
Membership Report	Nate	See expanded data block below.

Membership Tracking Data

- **Current Total Roster Count:** [_____]
- **Paid-To-Date Members:** [_____]
- **PUFL (Paid Up For Life) Members:** [_____]
- **Post Membership Goal:** [_____]
- **Current Percentage of Goal Reached:** [_____ %]

Other Committees

Other Committees	Chairman / Officer	Summary of Report / Action Needed
Club	Morgan	
Sons of the Am. Legion (SAL)		
Auxiliary		
Legion Riders		
Other: Finance	Dianne	
Gambling	Chris	

6. Sick Call / Deceased Members

Sick & Distressed / Welfare Committee Report:

- **Officer Making Report:**
- Summary:

Members Reported Ill/Hospitalized:

Deceased Members (Taps / Post Everlasting):

7. Balloting on Applications for Membership

New Applications Reviewed: **Action Taken:** ☐ All accepted ☐ Accepted with exceptions

Notes: _

8. Unfinished Business (Old Business)

1. Item:
Discussion/Action Taken:

2. Item:
Discussion/Action Taken:

9. New Business & Motions

Motion Description	Made By	Seconded By	Vote Count (Pass/Fail)
Pay Fast Signs Invoice $741.71	Morgan_	Kristen	PASS
$500 to Neil for Fall Conference	Neil	Nate	PASS
Purchase New Handhelds	Neil	Morgan	Choose an item.

10. Closing Ritual & Adjournment

The Good of The American Legion (Comments / Announcements):

Closing Prayer Offered by Chaplain? ☐ Yes ☒ No **Flags Retired / Covered?** ☐ Yes ☒ No

Motion to Adjourn Made By Morgan **Time of Adjournment: 7:58 PM**
Second By: Dianne