

Vista Fire Department

Meeting Agenda Template

2014-01-01

1. Open the meeting – 8:00pm
2. Pledge to Flag – You may designate someone to lead it off
3. Moment of Silence – Those who have passed – Firefighters/EMS/Law enforcement/troops
4. Designate 2 people to do the 50/50 raffle and ballot clerks (if needed)
5. Reading of the Secretary's Report – Need a motion/second to approve
6. Reading of the bills and Treasurer's Report – Need a motion/second to approve
7. Chief's Report – No motion or approval
8. Committee Reports – Audit, By-Laws, Finance/Budget/Investment, Fund Drive/Fundraising, General Services/House/Social, Kitchen/Annual Dinner, Long Range Planning, Membership, Memorial, Memorial Garden, Newsletter, Nominating (February & March), Parade and Uniform
9. Sub-Committee Reports – Boat Oar and Exterior sign
10. Correspondences
11. Elections – If needed
12. Old/Unfinished Business
13. New Business
14. Mention any special items and/or dates
15. Drawing of 50/50 raffle
16. Adjournment – Motion/second to approve

April and May Meetings require a Special Meeting immediately after the close of the regular meeting to elect Officers April: Operations Officers May: Executive Officers