

# COUNCIL OF ADMINISTRATION MEETING VFWA DEPARTMENT OF NEW MEXICO

TIME: \_\_\_\_\_  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_

WELCOME: Department President

1. CALL TO ORDER: Department President  
(Cell phones, pagers, and other messaging devices shall be set to the “off”, “mute”, or “vibrate” mode during the entire meeting. All calls shall be answered outside of the meeting unless prior approval by the President.)
2. ROLL CALL: Secretary
3. OPENING PRAYER: Chaplain
4. PLEDGE OF ALEGIANCE
5. INTRODUCTION OF GUESTS: Department President  
**MOCA Grand President Shelly Ravak**
6. READING OF MINUTES: Secretary (May be printed and accepted as printed or corrected.)
7. Reading of General Order 1
8. FINANCIAL REPORT: Treasurer
9. AUDIT: Audit Committee Chair
10. BUDGET REPORT: Budget Committee Chair
11. UNFINISHED BUSINESS: Department President (Secretary advises President from previous minutes.)
12. NEW BUSINESS: Department President (Ask Guests to speak)
13. ANNOUNCEMENTS: Secretary
14. CLOSING REMARKS: Department President
15. CLOSING PRAYER: Chaplain