UNIT CODE DATE HERE

MEMORANDUM FOR RECORD

SUBJECT: Fort Hooah BOSS Committee minutes from DATE

1. Meeting was called to order at TIME by PERSON.

2. Attendance was taken by PERSON, meeting roster attached.

3. Meeting minutes from previous meeting were reviewed and approved by majority voted.

4. Reports of Officers.

(a) BOSS President

(1) INSERT BOSS PRESIDENTS NOTES HERE.

(b) BOSS Vice President

(1) INSERT BOSS VICE PRESIDENTS NOTES HERE

(c) BOSS Secretary

(1) INSERT BOSS SECRETARY NOTES HERE

(d) BOSS Treasurer

(1) INSERT BOSS TREASURER NOTES HERE

(e) BOSS DFMWR Advisor

(1) INSERT BOSS TREASURER NOTES HERE

5. Subcommittee Reports.

(a) SUBCOMMITEE NAME HERE.

(1) SUBCOMMITTEE REPORT HERE

6. Old Business

a. Recreation and Leisure

(1) INSERT COMMENTS HERE

b. Community Service

(1) INSERT COMMENTS HERE

c. Quality of Life

(1) INSERT COMMENTS HERE

d. Life Skills

(1) INSERT COMMENTS HERE

7. New Business

a. Recreation and Leisure

(1) INSERT COMMENTS HERE

b. Community Service

(1) INSERT COMMENTS HERE

c. Quality of Life

(1) INSERT COMMENTS HERE

d. Life Skills

(1) INSERT COMMENTS HERE

8. Announcements

a. If there were any special announcements place them here.

9. Adjournment

(a) The meeting was adjourned at TIME by PERSON.

JOHN A. SMITH

SPC, USA

Fort Hooah BOSS President