OFFICE SYMBOL Date

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. Total of XX attendees.

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

4. Reports of Officers.

(a) BOSS President

(1) Insert BOSS President’s Notes Here

(b) BOSS Vice President

(1) Insert BOSS Vice President’s Notes Here

(c) BOSS Secretary

(1) Insert BOSS Secretary’s Notes Here

(d) BOSS PAO

(1) Insert BOSS PAO’s Notes Here

(e) BOSS DFMWR Advisor

(1) Insert BOSS DFMWR Advisor’s Notes Here

5. Subcommittee Reports.

(a) Subcommittee 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 JOHN A. SMITH

SPC, USA SPC, USA

Fort Hooah GCSM Fort Hooah BOSS President

JOHN A. SMITH JOHN A. SMITH

SPC, USA SPC, USA

Fort Hooah BOSS Advisor Fort Hooah BOSS Secretary