

# Secretary's Notes Form

Revised 5/2026

**(This form is used to take notes from the Auxiliary meeting. It is not the actual minutes. It is used to help the Secretary transcribe the notes into the actual minutes of the meeting.)**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

Number attending: \_\_\_\_\_

**Protems are:** \_\_\_\_\_

**Introduction of Guest:** \_\_\_\_\_

**Reading and Referring of Petitions for Membership:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Report of Investigating Committee:**

**Accepted:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_

**Reading of the Minutes of Previous Meeting:**

Approved as Read \_\_\_\_\_ Approved as Corrected \_\_\_\_\_

**Treasurer's Report:**

Balance of Last Report: \$ \_\_\_\_\_

Receipts: \$ \_\_\_\_\_

Disbursements: \$ \_\_\_\_\_

Balance on Hand: \$ \_\_\_\_\_

**Presentation of Bills:**

\$ \_\_\_\_\_ To: \_\_\_\_\_ For: \_\_\_\_\_

\$ \_\_\_\_\_ To: \_\_\_\_\_ For: \_\_\_\_\_

\$ \_\_\_\_\_ To: \_\_\_\_\_ For: \_\_\_\_\_

**Reading of Official and Other Communications:**

Department General Orders # \_\_\_\_\_

From: \_\_\_\_\_ Regarding: \_\_\_\_\_

From: \_\_\_\_\_ Regarding: \_\_\_\_\_

From: \_\_\_\_\_ Regarding: \_\_\_\_\_

From: \_\_\_\_\_ Regarding: \_\_\_\_\_

**Report of Committees – Standing and Special**

Veterans & Family Support Report– Chm. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Americanism Report – Chm. \_\_\_\_\_

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“Buddy”® Poppy– Chm. \_\_\_\_\_

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Chaplain Report – Chm. \_\_\_\_\_

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Historian Report – Chm. \_\_\_\_\_

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Hospital & VAVS Report – Chm. \_\_\_\_\_

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Legislative Report – Chm. \_\_\_\_\_

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Membership Report – Chm. \_\_\_\_\_

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Scholarships Report – Chm. \_\_\_\_\_

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VFW National Home – Chm. \_\_\_\_\_

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Youth Activities – Chm. \_\_\_\_\_

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**Unfinished Business:**

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