

# Secretary's Notes Form

Revised 1/2025

**(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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*Auxiliary Outreach Program – Chm.* \_\_\_\_\_

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*“Buddy”® Poppy/National Home – 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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*Youth Activities – Chm.* \_\_\_\_\_

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**Unfinished Business:**

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**New Business:**

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**Report of Trustees and Action Thereon**

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to accept the audit report. Motion carried.  
Motion was made to pay the bills by \_\_\_\_\_ Seconded by \_\_\_\_\_.

**Suggestion for the Good of the Order**

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**Closing Ceremonies**

The closing ceremonies were conducted according to the Ritual, and the meeting adjourned at \_\_\_\_\_ pm.  
The next meeting will be held on \_\_\_\_\_ at \_\_\_\_\_.