

Secretary's Minutes

Revised 6/20

Date: _____ Time: _____ Place: _____

Presiding Officer: _____

Number attending: _____

Pro-tems 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: \$ _____

Disbursements: \$ _____

Receipts: \$ _____

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. _____

Auxiliary Community Outreach Program - Chm. _____

"Buddy"[®] Poppy/National Home – Chm. _____

Chaplain Report – Chm. _____

Historian Report – Chm. _____

Hospital & VAVS Report – Chm. _____

Legislative Report – Chm. _____

Membership Report – Chm. _____

Mentoring for Leadership Report – Chm. _____

Scholarships Report – Chm. _____

Youth Activities – Chm. _____

Unfinished Business:

New Business:

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

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 _____.