

Secretary Minutes

Date: _____ Time: _____ Place: _____

Presiding Officer: _____

Number attending: _____

Pro-temps are: _____

Introduction of Guests: _____

Reading and referring of Membership Applications: _____

Report of Investigating Committee:

Accepted: _____ Rejected: _____

Treasurer's Report:

Balance of last report: \$ _____

Receipts: \$ _____

Disbursements: \$ _____

Ending balance: \$ _____

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: _____

Reports of Committees - Standing and Special

Veterans & Family Support - Chairman: _____

Americanism - Chairman: _____

Auxiliary Outreach - Chairman: _____

"Buddy"® Poppy/National Home - Chairman: _____

Chaplain - Chairman: _____

Historian - Chairman: _____

Hospital - Chairman: _____

Legislative - Chairman: _____

Membership - Chairman: _____

Scholarships - Chairman: _____

Youth Activities - Chairman: _____

Unfinished Business: _____

New Business: _____

Report of Trustees and Action Thereon:

A motion was made by _____ and seconded by _____
to accept the audit report. Motion carried.

A motion was made to pay the bills by _____ and seconded by _____
_____. Motion carried.

Suggestion for the Good of the Order: _____

Closing Ceremonies: The closing ceremonies were conducted according to the Ritual, and the
meeting adjourned at _____. The next meeting will be held on _____
at _____.