

## Secretary Minutes Cheat Sheet

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

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

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

Pro-tems 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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New Business: \_\_\_\_\_  
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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 \_\_\_\_\_.