

**Auxiliary Agenda/Minute Form**

Date: \_\_\_\_\_

Time \_\_\_\_\_

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

Members Present: \_\_\_\_\_

Guests Present: \_\_\_\_\_

**Roll Call of Officers:**

**Present/Absent**

**Pro Tem**

President

n/a

Sr. Vice President

Jr. Vice President

Secretary

Treasurer

Chaplain

Conductor/Conductress

Guard

Patriotic Instructor

Trustee 1 Yr.

Trustee 2 Yr.

Trustee 3 Yr.

**Introduction of Guests**

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

**Reading and Referring of Petitions for Membership**

Name \_\_\_\_\_ Elected \_\_\_\_\_

Name \_\_\_\_\_ Elected \_\_\_\_\_

Name \_\_\_\_\_ Elected \_\_\_\_\_

Name \_\_\_\_\_ Elected \_\_\_\_\_

**Report of the Investigating Committee**

\_\_\_\_\_

**Voting on Candidates**

All Accepted \_\_\_\_\_

OR

Accepted Names \_\_\_\_\_

Rejected Names \_\_\_\_\_

**Initiation Held?**

Yes Names of Members Initiated \_\_\_\_\_

No

**Reading of Minutes of Previous Meeting**

*Emailed? Mailed?*

Approved as Read/Distributed \_\_\_\_\_ Approved as Corrected \_\_\_\_\_

**Treasurer's Report** (Attach to Minutes)

*The Treasurer presented the Treasurer's Report, a copy of which is attached and made a part of these minutes.*

**Presentation of Bills**

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

**Reading of Official and Other Communications**

From \_\_\_\_\_

Regarding \_\_\_\_\_

From \_\_\_\_\_

Regarding \_\_\_\_\_

From \_\_\_\_\_

Regarding \_\_\_\_\_

**Reports of Committees – Standing and Special**

**Veterans and Family Support Report** Report By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Americanism Report** Report By: \_\_\_\_\_

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\_\_\_\_\_

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**Chaplain Report**

**Chaplain**

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**Hospital Report**

**Report By:**

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**Legislative Report**

**Report By:**

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**Membership Report**

**Report By:**

Current Membership %

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**Scholarships**

**Report By:**

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**Youth Activities**

**Report By:**

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**Program Activities Report**

**Report By:**

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**Unfinished Business**

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**NEW Business**

*The Auxiliary Charter was draped for \_\_\_\_\_.*

**Audit Report**

*Trustee \_\_\_\_\_ read the Audit Report for the period of \_\_\_\_\_ through \_\_\_\_\_ and moved to accept the Audit Report; Seconded by \_\_\_\_\_.*

**Motion Carried** \_\_\_\_\_  
\_\_\_\_\_

**Motion Defeated** \_\_\_\_\_

**1. Motion by** \_\_\_\_\_

**Second by** \_\_\_\_\_

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**Motion Carried** \_\_\_\_\_

**Motion Defeated** \_\_\_\_\_

**2. Motion by** \_\_\_\_\_

**Second by** \_\_\_\_\_

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**Motion Carried** \_\_\_\_\_

**Motion Defeated** \_\_\_\_\_

**3. Motion by** \_\_\_\_\_

**Second by** \_\_\_\_\_

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**Motion Carried** \_\_\_\_\_

**Motion Defeated** \_\_\_\_\_

**4. Motion by** \_\_\_\_\_

**Second by** \_\_\_\_\_

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**Motion Carried** \_\_\_\_\_

**Motion Defeated** \_\_\_\_\_

**Report of Trustees and Action Thereon** (Motion to Pay Bills Presented)

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Motion \_\_\_\_\_

Motion Carried \_\_\_\_\_ Motion Defeated \_\_\_\_\_

**Suggestions for the Good of the Order**

*The District President gave her remarks.*

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**Announcements/Calendar Reminders**

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Meeting Closing Time: \_\_\_\_\_ Next Meeting Date: \_\_\_\_\_