

# North Yorkshire West Federation of Women's Institutes

## Annual Report Form 2021

Date of Financial Year End .....

Name of WI: .....

Name of WI Adviser: .....

To be completed and returned to NYWFWI, Alma House, Low St Agnesgate, Ripon HG4 1NG, immediately after WI Annual Meeting

**Please note that it is the responsibility of the WI committee to complete**

Please enclose the following

Annual Report Form  
Financial Statement  
Copy of Committees Annual report

### Character and Objects of the WI

The Womens' Institute organisation is based on the ideals of fellowship, truth, tolerance and justice.

The main purposes of the Women's Institute organisation are to enable women who are interested in issues associated with life, including arts, crafts and sciences, within the context of the Constitution.

### WI Information

We all want to work together, and promote, not only your WI, but also others, and the Federation. Due to the requirements of GDPR, we need a contact from your WI that is willing to have her details handed out (e.g. women who are interested in joining, other organisations/groups requiring catering, it could also be a telephone call to the Federation office etc). Also an email address, so that the Federation can pass information on, maybe workshops, or any event that your WI has indicated that they are interested in. It doesn't have to be the secretary; it can be anyone, who will be known as the **Promotion Contact**, as long as we obtain the **contact's signature to indicate her permission**.

### Helping the Federation

Please can you update details of your Village Hall facilities, this may be of use, to the Federation when considering venues.

### Lastly enjoy your Annual Meeting

If you do have any problems, or have any questions that need addressing, please do contact your WI Advisor, who will be happy to assist.

## WI Annual Meeting Form Information

Date of Annual Meeting: .....

Meeting Place Address: .....

.....

.....Postcode: \* .....

**President For The Coming Year:** Name: .....

Address: .....

.....Tel No: .....

Email address: .....

### **Secretary For The Coming Year:**

Name: .....

Address: .....

.....Tel No: .....

Email address: .....

### **Treasurer For The Coming Year**

Name: .....

Address: .....

.....Tel No: .....

Email address: .....

Signed: ..... President Date: .....

Signed: ..... Secretary Date: .....

### **MCS Rep For The Coming Year:**

Name: .....

Address: .....

.....Tel No: .....

Email address: .....

Signed: ..... MCS Rep Date: .....

**(All WIs should have a MCS Rep listed on the MCS)**

### **WI Contact**

Name: .....

Address: .....

.....Tel No: .....

Email address: .....

Contact Signature: .....

Contact position: .....

**\* Please make sure this information is on your MCS record**

**WI Annual Meeting Form Report For Year Ending .....**

**All Information now should refer to the Financial Report Year**

**Charity Registration Number (if applicable) .....**

**Membership Details**

Number of full members ..... Number of Dual Members.....

Number of new members this year ..... Members lost during the year: .....

Due to: Ill Health..... Moved Away..... Lost Interest .....

**Average attendance at meetings .....**

**Number of monthly meetings** (A minimum of eleven meetings open to all members)

If less than 12, which month was missed?

**Committee Details**

**List of Trustees (Committee members)**

President: .....

Secretary: .....

Treasurer: .....

Other:.....

.....

.....

.....

Number of committee meetings in the year .....

**Which month or months did Treasurer present WI budget .....**

**Additional Activities**

Which of these activities are offered to your members? Please circle

Walking

Travel

Choir

Drama

Craft

Sport

Reading Group

Public Affairs

Lunches

Gardening

Art

Any Other

**North Yorkshire West Federation Events** – Do your members attend the following events: Please tick

Spring Council Meeting

Autumn Meeting

Arts & Leisure

Resolution Meeting

Crafts and Home Economics

Workshops

Comms & PR

Public Affairs

Membership Support Training Sessions

**Federation Bursary? YES/NO**

Does your WI give Bursaries for Federation Events?

If so, how often? ..... And how much? .....

If not why:

**WI in the Community – What is your WI involvement**

**Donations**

Has your WI, during the current year, given any donations? YES/NO

If yes please provide details.

**Number of Members receiving Federation Newsletter**

How many? .....

Does the WI pay? .....

Members pay? .....

Paper version: .....Email:.....

**Use Your WI Advisor**

Invite them to monthly meetings, committee meetings or by asking for information over the telephone/email or contact the Federation Secretary.

**Training**

Would you like training/guidance on any matter concerning your WI? Please specify.

**Do you feel that the Federation offers enough activities/events to keep members interested, or which can we expand on?**

Day classes

Course of workshops

Full Day Events

Evening Events

Lunchtime Events

**Observers**

Would you like to take your interest in the WI that little bit further? Please list names and contact for any member who wishes to attend a sub-committee meeting as an observer and what their interests are. All meetings are held at Alma House Ripon. Sub-committees: Arts & Leisure, Crafts and Home Economics, Public Affairs, Membership Support, Communications and PR, Catering.

If you feel you would like to find out more about the role of a Federation Trustee please ring the Federation Secretary who will take your details to pass to the Board of Trustees.