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| **Minutes of X WI Monthly Meeting** |
| Name of WI |   |
| Record of committee meeting held at: |   |
| At (time) |  | Date |   |
| The President welcomed ( ) members and ( ) visitorsApologies received:  |
| The minutes of the last meeting were read /taken as read and signed |
| Matters arising were: |
| Correspondence received this month was: |
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| Members were reminded of (trips, meetings, events, deadlines): |
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| The financial position was:  |
| This month’s speaker was:  | The talk was on:  |
| Other activities / highlights: |
| This month’s competition was: | Won by: |
| Future meetings and events:   |
| Signed as a true record of the meeting |
| President (print name) |
| Signature | Date |