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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 ( ) visitors  Apologies 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 |