|  |  |  |  |  |
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| **Minutes of X WI Committee** | | | | |
| Name of WI | | |  | |
| Record of committee meeting held at: | | |  | |
| At (time) |  | Date | |  |
| Committee members in attendance:  Apologies received: | | | | |
| The minutes of the last meeting were read /taken as read and signed | | | | |
| Matters arising were: | | | | |
| 1. | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| Correspondence received this month was: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| Actions to be taken: | | | | |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |

|  |  |
| --- | --- |
| Actions requiring members’ agreement: | |
| 1. | |
| 2. | |
| 3. | |
| Treasurer’s report | |
| The next month’s meeting arrangements | |
| Future meetings and events: | |
| Promotion and fundraising | |
| Any other business | |
| Signed as a true record of the meeting | |
| President (print name) | |
| Signature | Date |