|  |
| --- |
|  **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 |