***SUGGESTED TEMPLATE FOR THE RECORDING OF MINUTES BY VIEW CLUB SECRETARIES.***

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|  | **VIEW CLUB** |

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| **Meeting held at**  |  | on |  |

|  |  |
| --- | --- |
| **Meeting commenced at:**  |  |

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| --- | --- | --- |
| **Opening and Welcome** by  |  | (e.g. President Jane Doe) |

|  |  |
| --- | --- |
| **No. of Members Present** |  |

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| **Guests:**   |  |  |  |
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| **Apologies:**   |  |  |  |
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| **Minutes of the Last Meeting:** Read and confirmed that minutes of the last meeting on |  | be accepted. |
| Amendments to Minutes (optional) |  |
| Moved  |  | Seconded  |  |

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| **Business Arising from Previous Minutes:** |  |
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**Correspondence:**

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| Inwards: |  |
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| Outwards: |  |
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Incoming Correspondence Accepted –Outgoing Correspondence Confirmed

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| --- | --- | --- | --- |
| Moved |  | Seconded |  |

**REPORTS**

1. Treasurer’s Report Copy Attached (full report)

|  |  |  |  |
| --- | --- | --- | --- |
| Treasurer  |  | moved her report be accepted. Seconded |  |

1. Delegate’s Report Copy Attached
2. Program Officer’s Report Copy Attached
3. Publicity Officer’s Report Copy Attached

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| --- | --- | --- | --- |
| Moved that reports as presented be accepted  |  | Seconded |  |

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| --- | --- |
| General Business: |  |
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| **Member Welfare**(Optional) (Members sick/poor health and needs to be contacted) |  |  |  |
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| **Birthdays**(Optional) |  |  |  |
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| **Raffles**(Optional) |  |  |  |
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| **Lucky Doors**(Optional) |  |  |  |
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**LUNCH/DINNER**

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| --- | --- | --- | --- | --- | --- |
| The Guest Speaker  |  | from |  | was introduced by |  |

|  |  |
| --- | --- |
| The Guest Speakers topic for the day was |  |

|  |  |
| --- | --- |
| A vote of thanks was given by |  |

|  |  |  |
| --- | --- | --- |
| President |  | announced the: |

|  |  |
| --- | --- |
| **Date and venue of Next Meeting** |  |
| **Theme for next meeting** |  |
| **Guest Speaker/Activity for next meeting** |  |
| **Meeting Closed at** |  |

**Club Secretary:** Remember to forward a copy of the Club Minutes to your National and Zone Councillor each month.