***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:** |  |

|  |  |  |
| --- | --- | --- |
| **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)

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| --- | --- | --- | --- |
| 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.