**Minutes**

* Minutes should be a correct record of what happened at a meeting. It is not necessary to report discussion in full, but decision must be recorded.
* Minutes should contain the names of all the Officers and Ex-officio members attending, as well as the number of Delegates and members present from each Club.
* All motions should be clearly stated, with the name of the person proposing. It is not necessary to include the name of the person who seconded the motion.
* If minutes of the previous meeting have been circulated, they need not be read at the following meeting.
* If an error is found in the minutes of the previous meeting, this must be corrected before the minutes are approved. The corrections should be clearly noted in the present meeting’s minutes.

Format of Miniutes

Meeting No:

Date & time:

Venue:

1. Meeting call order by President
2. IW prayer recited by----
3. Apologies – e.g. All executive members were present, there was no apology OR Mrs. -----has send her apology.
4. Attendance was---------------------%
5. Birthday/anniversary greetings
6. Confirmation of previous Minutes (If there are correction/changes write down/mention them in the minutes. After that it should be passed which will then proposed by------& seconded by------)
7. Matter arising out of last General body Meeting (If certain changes are suggested or some discussion is held about the changed, secretary should write about the same)
8. Treasurer Report
9. Reports (Project done in last month- short description, date, venue, beneficiaries, expenditures, name of donors, name of the project incharge & members present)
10. Project Planning (Date, venue & budget for projects in the current/incoming months)
11. Any other Matter – e.g. any other resolution to be passed/ suggestions from members about projects & working skills/ announcement of District event or election/ read out letters from district or clubs etc)
12. Announcement of next meeting
13. Vote of thanks by Vice President
14. Meeting closed

(Signed by Secretary)