



## SAMPLE FOR MINUTES (GENERAL / EXECUTIVE)

INNER WHEEL CLUB OF \_\_\_\_\_  
 MINUTES OF GENERAL BODY / EXECUTIVE MEETING HELD ON

\_\_\_\_\_ Members Present \_\_\_\_\_ % \_\_\_\_\_.

1. Meeting was called to order by President, Mrs \_\_\_\_\_
2. Inner Wheel Prayer was recited by all
3. Welcome by President.
4. Apologies - e.g. All Executive Members were present, there was no apology. Or e.g. Mrs. \_\_\_\_\_, (Post of the member) has sent her apology.
5. Confirmation of Minutes - (of Last Meeting held on) at \_\_\_\_\_ (If there are any corrections or changes in those Minutes, mention them)
6. Matter arising out of the Minutes of last General Body Meeting. If certain changes are suggested or some discussion is held about the changes, Secretary should write about the same.
7. Correspondence received from Club, District, Association, IIW by President, Secretary, Treasurer, ISO should be conveyed to the Members.
8. Finance - Income and Expenditure should be informed to the members.
9. Projects held in Last Month - Short Description, Date, Venue, Beneficiaries, Expenditures, Sponsor's Name, Name of the Project-Incharge & Members present.
10. Any other matter with the permission of the Chair:
  - (i) Any other Resolution to be passed.
  - (ii) The matters which were missed in the previous Meetings.
  - (iii) Suggestions from Members about Projects and working skills
  - (iv) Announcement of important District Events / Elections at District Level / Association Level / IIW Level.
11. Introduction of Guest Speaker
12. Speech / Demo etc.
13. Felicitation of the Guest Speaker.
14. Greetings: Birthday, Anniversary etc
15. Vote of Thanks by Vice-President
16. Meeting adjourned.