

**Women's Institute
Record Book**

1/6

RECORDS OF MONTHLY MEETINGS

PUBLISHED BY THE NATIONAL FEDERATION OF WOMEN'S INSTITUTES

..... *Loders* WOMEN'S INSTITUTE

The address of the NATIONAL FEDERATION OF WOMEN'S INSTITUTES is:—

39, Eccleston Street, London, S.W.1.

The address of the Secretary of the *Dorset*

County Federation is..... *Miss G. Cole, The Office, W.I. County Hall, Dorchester.*

W.I. STATIONERY

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HINTS TO SECRETARIES ON KEEPING RECORDS AND DOING THE WORK CONNECTED WITH INSTITUTE MEETINGS.

This book should be used for the records of W.I. Monthly, Annual and any Special Meetings. Minutes of committee meetings should be kept in a separate book.

One of the duties of a W.I. Secretary is to keep records of all Institute meetings. A specimen record of a meeting will be found in "Procedure at Meetings," price 1/-, which gives full instructions to a Secretary on her work.

Records should be clear and concise. The date, time and place of the meeting, the name of the chairman, and the number of members and visitors present, must be recorded. Concerning the business part of the Monthly and Annual Meetings, the records should be similar to the minutes of a committee meeting, stating the subjects discussed, any decisions which have been reached and resolutions which have been carried, as well as the names of any new members admitted. No detailed account need be given of discussions or talks, demonstrations, etc., but such particulars as the title of the talk and the name of the speaker should be recorded, as well as the items in the social part of the meeting.

The Secretary will find it easier to write good records if she takes clear, short notes arranged under the headings of the agenda which has been drawn up by the Secretary and President. It may be helpful to time this agenda.

The Secretary is responsible for making business-like arrangements for every meeting. In planning the Annual Meeting, she should consult the following N.F.W.I. publications: Handbook, "Procedure at Meetings" and "Annual Meetings in Women's Institutes."

The Secretary and President should co-operate in preparing the report from the committee to the Monthly Meeting. The Secretary should be careful to bring with her to the meeting all letters, etc., which will be needed and to have these arranged in order to avoid waste of time. She should remember that **information contained in letters from the National and County Federations**, and any other important matters concerning W.I. work, must be brought before the whole Institute. Questions upon which the opinion of the Institute is asked should be put to the meeting and voted on, together with any recommendations which the Institute committee may have made.

Speakers and demonstrators should be told beforehand how much time they are allowed and given not only the hour and place of the meeting but the best method of arriving and leaving, e.g., time of train or 'bus both ways. In writing to invite speakers, it is courteous to enclose a stamped addressed envelope or post card for reply.

The Secretary should remind the committee to appoint members to move any necessary votes of thanks at the Monthly and Annual Meetings, and she is responsible for seeing that the appointed members have been asked to do this.

At each meeting before any business is discussed, the record of the previous meeting should be read, corrected if necessary, formally approved by members present and then signed and dated, in ink, by the chairman. Records when signed cannot be altered. After they have been signed any business arising from them should be discussed.

Every Secretary should possess an **up-to-date** copy of the NATIONAL FEDERATION HANDBOOK, price 6d., and "PROCEDURE AT MEETINGS," price 1/-, which contain fuller information about the duties of a Secretary, the arrangement of meetings, etc., published by the N.F.W.I., 39, Eccleston Street, London, S.W.1.

1939.

June 6th

The Monthly Meeting was held on Tuesday June 6th at 7.30 p.m. in the Parish Room, Mrs Lesser President was in the Chair.

It was decided to ask 12 members from each of the following W.I.s, Hetherbury, Wallditch & Symondsbury to our October Meeting, & that the ex-service men's hut should be hired for the occasion.

The names of 8 members wishing to go to the Pageant were given in.

Miss Shaw gave an excellent report of the Annual Council at Leicester.

Mrs Dunn was elected delegate to the Group Meeting to be held at Weston Fitzpain on

June 13th

Miss Stephens of Chideock gave an excellent demonstration of Italian Quilting, Mrs Le Breton proposed a hearty Vote of Thanks to Miss Stephens for her demonstration.

The Competition was for the Best dressed Doll, the Doll not to cost more than 6d & to be given to Hospitals, There was an excellent entry &

Miss Stephens very kindly judged them those gaining marks were 3 marks

Mrs J. Crabb, 2 marks Mrs H. Crabb, & 1 mark each

Mrs Clark, Mrs Legg & Miss Hinks, Mrs Lerret
kindly sent the Dolls, to Hospitals in
the County including Bridport Hospital -
The Social Half Hour took the form
of a Guessing Advertisements &
Celebrities Competition, & proved very
interesting. Refreshments were served
the Hostesses were, Mrs G. Hyde, Mrs T. Hyde
Mrs R. Hyde & Mrs Holmes.
The National Anthem brought a pleasant
evening to a close.

M. LeBaton

July

The Monthly Meeting was held on Tuesday July 4th at 4 p.m. at Loders Court by kind invitation of Mrs Le Breton. Mrs Le Breton was in the Chair in the absence of the President, Mrs Lees.

Final arrangements were made, for those going to the D.F.W.I. Pageant at Lullworth Castle on July 13th.

Letters of Thanks were read from the Matrons of Bridport, Dorchester & Weymouth Hospitals, for the gifts of Dolls which members had sent.

Mrs T. Hyde gave an excellent Report of the N.F.W.I. annual Meeting in London at which she was our Delegate.

Mrs P. Dunn gave her Report of the Group Meeting on June 13th at which she was delegate. After the Business Ices were served, & Col. Le Breton gave a very interesting Talk on the ~~escape~~ of Charles II in Dorset, this was very much enjoyed & Miss Shaw proposed a hearty Vote of Thanks to Col. Le Breton.

A Bountifull Tea was enjoyed, & a walk through the lovely gardens, & then two Motor Coaches, took us to see various

Places where Charles II stayed,
the route taken was, Lea Lane, Bristport,
Charmouth, Hunters Lodge & then across
to Broadwindsor, & Beaminster • Home,
Mrs Dunn proposed a very hearty
Vote of Thanks to Mrs Le Breton for
the marvellous time she had given us,
which was so very much enjoyed -
J. Lister

Sept: 5th

The Monthly Meeting was held in the Parish Room, Upoders, at 7.30. instead of at "Matravers" at 4. P.M. owing to the Outbreak of War.

It was decided that our Invitations for our Oct: meeting should be cancelled, also Tea at our ~~that~~ monthly meetings should be discontinued for the duration of the War.

It was decided that the monthly meetings should be held at 2-30 instead of 7.30.

It was decided that a Working Party for Hospitals should meet on Tuesdays at 2-30.

Refreshments were served & the National Anthem brought a short meeting to a close.

J. Lester.

There was no monthly meeting in October, a Red Cross Sewing Party taking its place.

Nov: 1939.

The monthly meeting was held on Tuesday Nov: 14th at 7-30^{P.M.} in The Parish Room, Uplader. Nominations for the 1940 Committee were made.

Mrs Dunn resigned as Honorary Secretary & from the Committee, Mrs Henry Samways & Mrs Daubney resigned from the Committee. The Sick Benefit Fund was discussed & it was decided unanimously that the whole of this fund £4. 11. 5, should be given to the Working Party for Red Cross Supplies.

The December meeting was fixed for Dec: 5th & it was proposed to have a Pick & Chiff supper, & a Spelling Bee, & that Mr Loeber should be asked to be Comper.

Refreshments were served & games followed which were very much enjoyed. The National Anthem brought a pleasant evening to a close.

J. Lister.

W1 BANNER IN
Box

Mrs Le Breton

Glass Box

Mrs Lennar

1939

1939.

Report for the year 1939.

Meetings in 1939 have been well attended, until the outbreak of war in September.

The Committee have met times.

Invitations were accepted from Symondsburg & Walditch W.I.s.

New Curtains have been bought for the Parish Room, & are a great improvement.

Mrs Le Breton presented the W.I. with a magnificent Banner, which she had made & Mrs Lennar gave a lovely glass case to keep the Banner in.

Delegates have been sent to The National Federation, County, & Group Meetings.

8 members went to the W.I. Pageant at Lullworth Castle in July.

Money was raised for the General Funds, by a Jumble Sale in June, & 2nd White Elephant Day in March.

There was no Birthday Party this year owing to the War.

Since the outbreak of war a working Party for the Red Cross meets on Tuesday Afternoon & the Sick Benefit Fund amounting to the sum of £4.11.5 has been given to the working

Party to Buy materials for the Red Cross, Therefore
the Sick Benefit Fund has been discontinued.
Miss Shaw has been Press Correspondent this year.

January 10th

We were unable to get a speaker for
our January meeting, so we enjoyed
12 Ranks of Whist, & a Roll Call
"My New Year's Resolution".

March 7th

No meeting in February owing to illness.

In March we had Delightful Recitations
by Mrs Taylor, & 2 White Elephant Dip for the Funds.
The Competition was My Garden in a Tea Cup.

April 20th

At our April meeting Messrs Cadburys Bros
Demonstrator gave an excellent Chocolate
Cookery Demonstration, There was a lovely
collection of Primroses which Mrs Le Breton
kindly sent to the Church Army.

May 2nd

The Competition was for the Best Invalid Dish.

In May, Mr Browning of Bradpole gave
an interesting Talk on his record breaking
trip from Algiers to Cape Town, a Roll Call.

The Farthest I Have been from Loders, proved interesting
Social Half Hour, took the form of Musical Drawing.

June 6th

In June Miss Stephens of Chisleoch gave
an excellent Demonstration of Italian Pickling.
The Competition for the best dressed 6th Doll.

proved most popular, & the dolls were sent to Hospitals in the County. Guessing Celebrities & Advertisements proved an amusing game.

July 4th

For our July Meeting we met at Loders Court, by the kind invitation of Mrs Le Breton after a Bountifull Tea, Col. Le Breton gave an interesting Talk on "Charles II", & afterwards members enjoyed a histor Trip to the various Villages visited by Charles II in this Neighbourhood
no meeting in August

Sept 5th

Owing to the Out Break of War in September the meeting at Matravers was cancelled, & a short Business meeting was held at the Parish Room instead.

Oct 3rd

The October meeting took the form of a working Party for the Red Cross.

Nov: 14th

The November meeting consisted mainly of Business & amusing games - Elections, Quiz & Quiz Supper.

Dec: 6th

The Prizes for the year were won by 1st Mrs Vere
3 tie for 2nd Mrs Pitcher, Mrs F. Crabb, Mrs Tiltman

1939.

The Annual General Meeting

The Annual General Meeting was held on Wednesday Dec: 6th 1939, in the Parish Room, Uploders, at 7-30.

Mrs Lesser President was in the Chair. Mrs Dunn read her Report for the year, & Mrs Budden gave her Financial Statement. Mrs Lesser in her address said that 1939 had been very successful until the outbreak of war in Sept, but the W.I. was carrying on as usual. Mrs Lesser passed a Hearty Vote of Thanks to Mrs Dunn the retiring Secretary & presented her with a Book & Butter Dish. Mrs Dunn thanked Mrs Lesser very much for the Gift. Mrs Lesser passed a Hearty Vote of Thanks to Mrs Budden for her work as Hon: Treasurer, & to Mrs Taylor as Joint Hon: Secretary.

The 1940 Committee were elected & Mrs Lesser was re-elected as President, Mrs Le Breton & Miss Shaw, as Vice Presidents.

Mr H. Brown & Mr W. Symes very kindly acted as Teller. Mrs Lesser passed a Hearty Vote of Thanks to Mr Brown & Mr Symes.

A Spelling Bee caused much amusement
& was thoroughly enjoyed, Mrs Lees very
kindly acted as Compiler, Mrs Dunn passed
a hearty Vote of Thanks to Mrs Lees.
A Fish & Chip Supper supplied by Mr Semmonds
of Bridport, Weymouth, a jolly evening to
a close -

The Prizes for the year were presented to
1st. Mrs Vere
3 tied for 2nd, Mrs Tiltman, Mrs F. Crabb
& Mrs Pitcher.