# Women's Institute

## Record Book



### 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 Dotset County Federation is Miss G. Cole, The Office, W. I. County Hall, Dotchester.

W.I. STATIONERY

### obtainable from the NATIONAL FEDERATION OF WOMEN'S INSTITUTES.

MINUTE BOOK (for minutes of W.I. Committees) 1/9 RECORD BOOK 1/6 ACCOUNT BOOK 2/6

N.B.—The complete set of three books may be obtained for 5/-. W.I. SECRETARY'S MEMORANDUM 9d. each WRITING PADS, lined or unlined (75 sheets) -8d. " with thin sheets for carbon copies) (50)8d.

,, ,,	,,		,, ,,	WILL L	um succ		ar DOIL CO	pics	and the second second	ou. "
ENVELOPES	-	-	-	-	-	-	-		-	1/- per 100
,, Busin	ess Size	-	_	-	-	-			-	1/2 ,, ,,
RECEIPT BOOKS	· -	-		-	-	-	-	-		6d. each
POSTCARDS -	-	-	-	4	-		-	-	+	1/- per 100
AGENDA CARDS	-	-	-		-	-	-	- 4	-	1/- per 100
W.I. REGISTER	-	-	-	-	-	-	-	-	-	4d. each
W.I. BADGES -	-	-	-	-	-	-	-	-		10d. "
POSTERS for MON	THLY M	EETIN	GS	-	-	-	-	6d. a	. dozen,	2/6 per 100
,, ,, WHIS	ST DRIV	ES, DA	NCES, a	nd other	r Social	Activit	ties,	-	-	· 2d.
HANDBIĻLS -	-	-	-		-	-	-	-	-	3 a 1d.

#### All N.F.W.I. stationery and leaflets are sent post free and a full list can be obtained free from the General Secretary, 39, Eccleston Street, London, S.W.1

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.

1

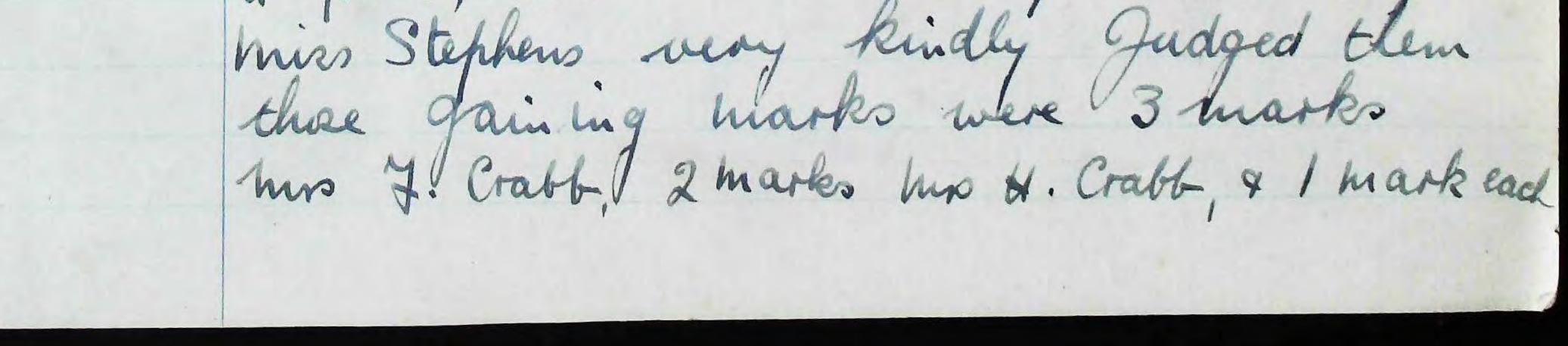
The Secretary should remind the committee to appoint members to move any necessary votes of thanks at the Monthly and Annual Meetings, and she is responsible for seeing that the appointed members have been asked to do this.

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 6

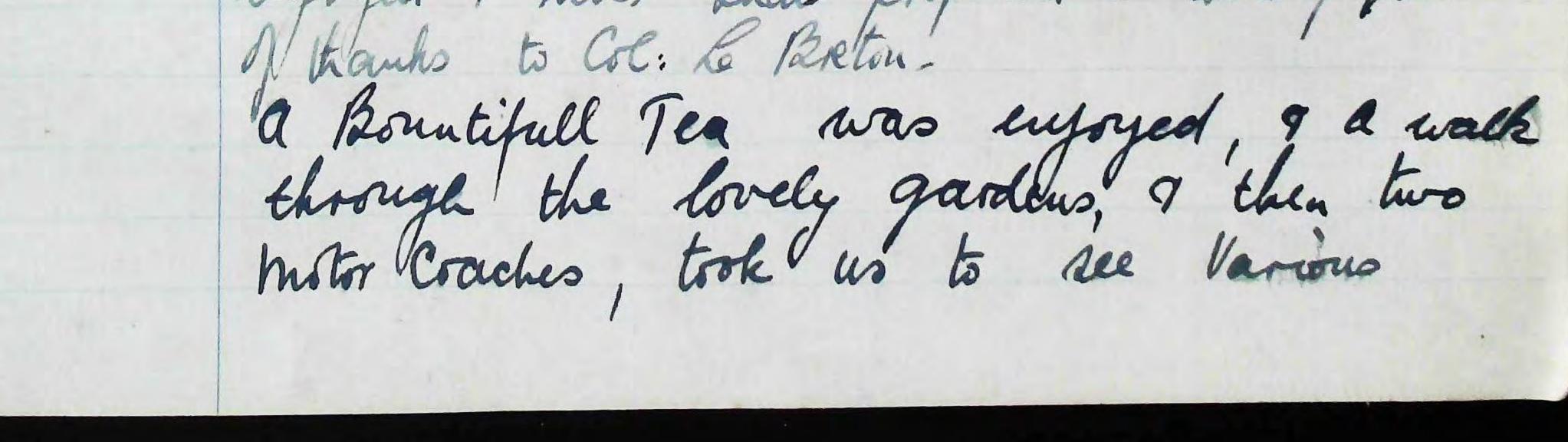
The monthly Meeting was held on Tuesday Thine 6th at 7 30pm in the Parish Room his Lesses President was in the Chair. It was decided to ask 12 members from each of the following W.I.s. herherbury, Walditch A Symondsbury to our October Meeting, & that the Exservice men's but should be third it the occasion. The hames of 8 hembers wishing to go to the Pageant were given in . I go to mis than gave an excellent report of the annal Coulcil at Loclester. Two Dunn was elected selegate to the group meeting to be held at Worth Fitzpain on Tune 13th miss Stephens & Chideock gave an excellent demonstration & Italian Quilting, mis Le Breton proposed a Hearty Vote of Thanks to mise Stephens for her perustration. The Competition was for the Best dressed Doll, the boll not to cost more than 6" & to be given to Hospitals, There was an excellent entry &



Mrs Clark, hus Legg & miss Hinks, Mrs Lesser kindly sent the pollo, to Hapitalo in the County including Bridport Hospital-The Social Half Hour took the form if a guessing advertisments of Celebritais, Complition, & foored very interesting, Képeshments were reved the Hortakses were, two 9. Hyde, hup T. Hyde his K. Hyde a his stolmes. The national Authen brought a pleasant evening to a Close. N.Le Breloin

The monthly meeting was held on Tuesday July 4th at 4. P.M. at Lodes Court by kind Invitaian of his the Breton-Turs de Breton was in the Chair in the absence of the President, his Less. Going to the D.F. W.I. Pageant at Lullworth Castle on July 13 th. Letters of Thanks were read from the matrons of Bridport, Borchester & Weymouth Hospitals, for the Gifts of Doclo which members had mis T. Hyde gave an excellent Keport of the N. F. W. I. annual meeting in London at which she was no Delegate. his F. Dunn gave his Report of the Group meeting on Turke 13th at which the was delegaa. after the Business Ices were served, y Col: & Bretin gave a very interesting Talk on the Grange I Charles I in poret, this was very hunch algoyed & mis than proposed a tharty Vole

Tuly

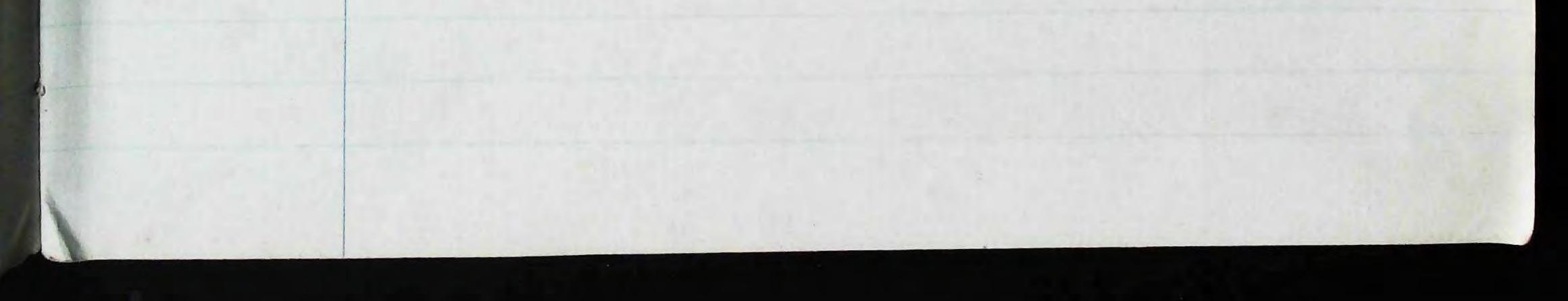


Claces where Charles IT Stayed, the Route taken was, Lea Lane, Bridport, Charmouth, Hunters Lodge & then across to Broadwindsor, & Beaminster & Home, his burn proposed a Very Hearty Vote of Thanks to this the Breton for the tharvellows time the had given us, which was so very much enjoyed-1 alles

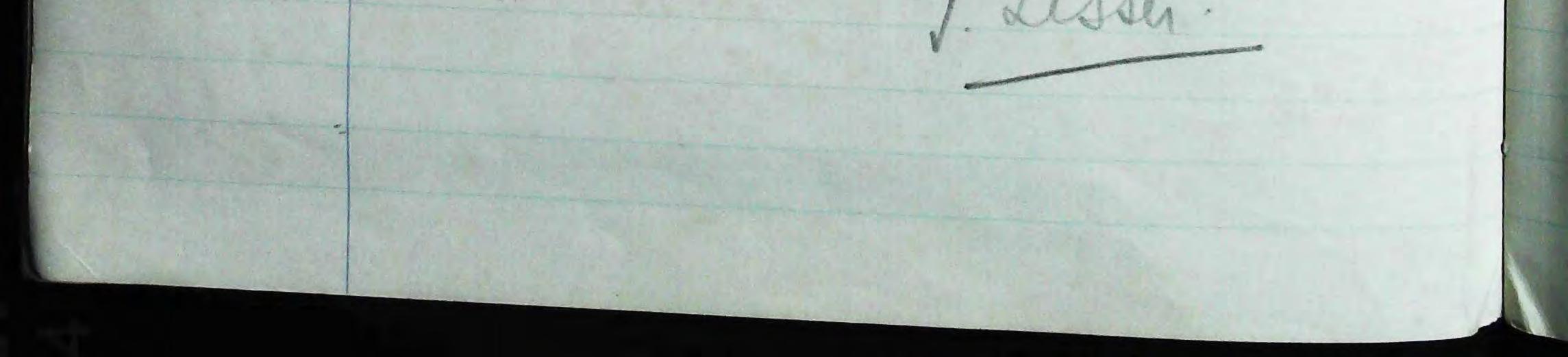
Sept: 5th

The himitly meeting was held in the Parish Room, uploders, at 7.30, instead of at matrawers at 4. P. m. owing to the Out Break of Wag. If was decided that our Invitations of Ros Oct: meeting should be cancelled, also Fra at our that monthly meetings should be discontinued for the dusation of the Was. It was decided that the monthly meetings

should be held at 2-30 instead of 7.30. It was decided that a working Para bi Aspitale should meet on Tuesdays at 2-30. Répréshenents were rerved 9 the national anthem brought à short meeting to a close . Tille There was no monthly meeting in October a ked Cross I Leving Party Taking its Place.



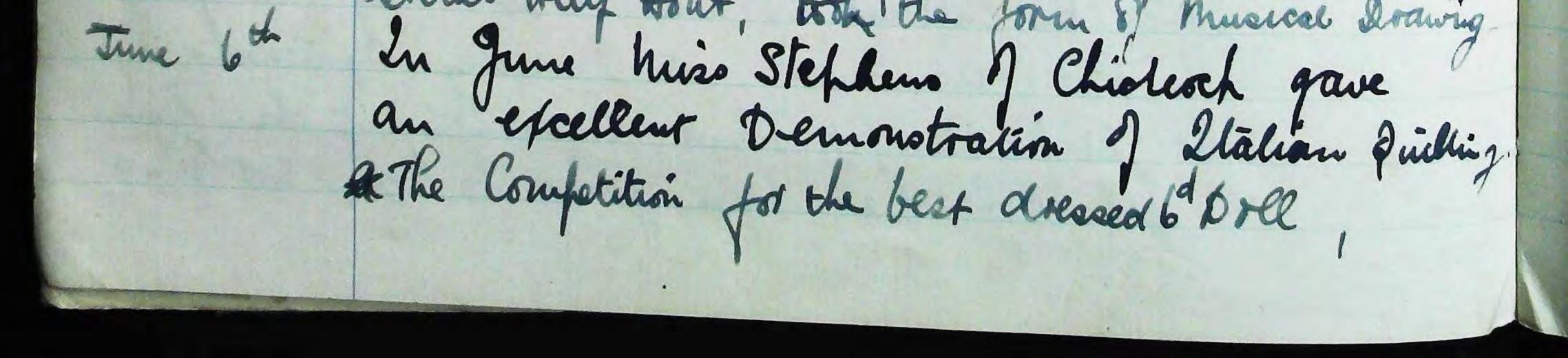
The monthly Threeting was held on Tuesday how: 14 4 at 7-30 min The Pariel Room uplodes. Nominations for the 1940 Committee were 1205: 1939. made. Tur Dunn resigned as Honorary Secretary a from the Committee, Mrs Henry Samurg & this Daubney resigned from the Committy. The Sick Benefit Hund was discussed a 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 filed for Dec: 5th & it was proposed to have a Fish & chip spher, & a Spelling Bee, & that his lesser should be asked to be Comfor-Kepeskanents were served a games followed which were bery huch enfoyed. The national Anchein brought & pleasay evening to a close.



WI BANNER IN Sept Mrs Le Brelou Glass Box Mrs Lepter 1939 1939. Report for the year 1939. meetings in 1939 have been well attended, untill the out weak I was in September-The Committee Rave met times. Envitations were accepted from Symondsbury a halditet W.1.s. hen autain's have been trught for the Parish Room, 1 are a great informent. ur Le Breton prisented the W.I. with a magnificar Bannes, which she had made a problem gave a lovely glass case to Reep the Bannes in. Oelegate have been sent to The Matinial Federation, County & Group meetings-8 members went to ble W. 1. Pageant at Kullwork Castle in July. honey was haised for the General Funds, by a Tumble Sale in June, & 2ª white Elephant als in march. There was no Rivelday Paray this year owing to the War.

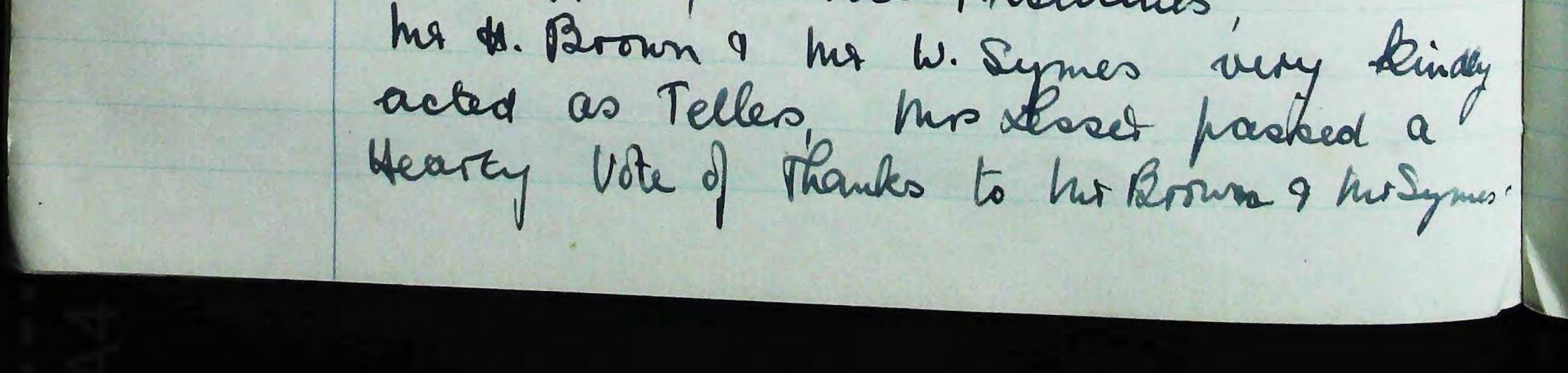
Since the outbreak of was a working Party for the Red Cross meets on Tuesday afternood a the Sick Remefit Fund amounting to the Sum JE 4. 11. 5 has been given to the working

Party to By materials for the Red Cross There fore de sick Kenefit Hund Ras been discontinued. mis Shaw has been Press correspondent this year be were unable to get a speaket for January 10th out January meeting, so we enjoyed 12 hands of Whiet, I d'a Roll Call my new Jean Kesolution" he meeting in Lebruary owing to Ellness. In march we had selight full Recitations by his Taylor, 92 While Elephant Dip for the Funds march 7 The Competition was my Garden in a Tea cupafril 20th at our april meeting messes ladburys Brs pennstratos gave an excellent cliscolate Cookery permonstration, There was a lovely collection of rimoses which his Lebent kindly sent to the Church Urmy. The Competition was for the Best Invalid fiel. may 2nd En may, he Browning of Bradpole gave an Interesting Talk of his second breaking trip from algins to Cafe Town, a hole Call of The farthest I have been from Loders, proved interesting Social Half Hour, took the form of musical Strawing 1 th



proved met populas, & the balls were sur to propitals in the County. Guessing Celebrilio & advertisements proved an amusing game. July 4th for our July heeting we het at leders Court, by the kind Invitation of his te Breton after a Bountifull Tea, Col: Le Breton gave an interesting Talk on "Charles II, & afternades member enjoyed a histor Trip to the Various Villages visited by Charles I in this Reightourhood ho heeting in August Sept 5th During to the Out Break of Was in September the preeting at matravers was cancelled, a a short Business meeting was held on an the Parish Koon Instead. The October meeting took the Form of a working Oct 3 tal tarty for the Red Cross. hos: 14 t. The november meeting consister mainly of Business o anusing games. Electors, Fish? Chip Supper. Dec: 6<sup>th</sup> The Prizes for the year were won by 1this bere 3 tie for 2nd his Pitcher, his 7. Crabb, Mistiltua

The annual General Meeting: 1939. The annual General meetings Twas held on Wednesday Dec: 6th 1939, in the Parial Room, Uploders, at 7-30. Jursteeser President was in the Chair, his tunn read her Report for the year, I his Budden pave her Financial Statement. This Leased his feel address said that 1939 had been very successful untill the outbreak of wat in Sept, but the W.I. has carrying on as usual. This Lesser passed a Heaty Vote of Thanks to hop Dunn the retining Secretary & presentes her with a Book on Butter Dich his burn Thanked his Lesser very huch for the Giff- his dessed passed a Hearty Vote of Thanks to his Budden for het work as Hon: Freasured, 9 to hurs Taylor as Foint Hon: Secretary-The 1940 Committee where elected & his Lessi was reducted as President, his de Breton a miss than, as Vice Presidents,



A Spelling Bee caused much amusment I was Thoroughly enjoyed, his Lesses very kindly acted as Compile, his & un passed a Hearty Vote of thanks to his Less. A Fisht Chip Supplier Supplied by his Siminonds of Briaport, brought, a Jotly evening to a Close -The Prizis for the year were presenter to 3 tied for 2nd his Tiltman, his 7. Crath a his Pitcher.