



Circle Logo

MEETING NO

AGENDA (1) OR MINUTES (2)

Agenda: The meeting will be held on ... (date) at ... (venue) @ ... (time)
Minutes: The meeting that was held on ... (date) at ... (venue) @ ... (time)

1. Opening of Meeting

- 1.1. Light Friendship Candle
- 1.2. Aims and Objects
- 1.3. Grace

2. Welcome

- 2.1. Members present
- 2.2. Apologies
- 2.3. Guests Present
- 2.4. Announcements / Obituaries

3. Approval of previous Minutes

- 3.1. Proposed by:
- 3.2. Seconded by:

4. Matters arising from previous Minutes

5. Correspondence

6. Financial Matters

- 6.1. Monthly report bank balance
- 6.2. Monthly report Cash on hand
- 6.3. Members accounts

7. Fundraising

8. Projects/ Community Service

9. Side by Side

- 9.1. Ladies Circle
- 9.2. AGORA
- 9.3. Round Table
- 9.4. Other Service Organisations

10. PRO

11. Social Roster/ Fellowship

12. Dates to Diarize

12.1. LCI

12.2. LCSA

12.3. LCSA Circle Fundraisers / Projects

12.4. Side-by-Side Fundraisers / Projects in area

13. General

13.1. Constitution and Guidelines – Discussion

13.2. LCSA Meetings (Feedback / Proposals)

13.3. ...

14. Date of next Meeting and Venue

15. Closure

(Time)