



Willow Wren Club Inc Minutes

DATE	Dec 9 th 2023	TIME		LOCATION	Caves Rd Rally
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COMMITTEE MEMBERS (2024)			
Christine Steer	Ron Davey	Blair Shakleton	Kathy Shakleton
Helen Dymond	Trevor Preeble	Jim Stewart	Sandy Smith

ITEM	ACTIONS
Purpose of meeting: A handover meeting from exiting committee to new committee, no formal agenda prepared. Guests in attendance: Geraldine Jackson, Colin Steer	
Item 1. Discussion re handover of documentation to new committee members. – Secretary has collated documents, physical and electronic and handed over to new secretary Webmaster to arrange log-on's for new committee members and to remove exiting members from the email program.	Geraldine (complete) Kathy
Item 2. Signatories on bank account. Paperwork completed to add signatories Christine Steer and Helen Dymond and remove Colin Steer and Geraldine Jackson	Blair
Item 3. Thank you to all committee members who are standing down, and special mention to Colin Steer and Geraldine Jackson who have served since the committees' inception.	

ITEM	ACTIONS
	Christine (complete)
Item 4 Chair requested that a standing agenda be developed	Helen
Next meeting TBA	