



ANNUAL GENERAL MEETING AGENDA

MEETING DETAILS		
Organisation		
Project Meeting		
Date of Meeting	Time	
Location		
Attendees		
Apologies		

MEETING MINUTES		
Agenda Item	Person Responsible	Time Allocated
1. Open meeting and welcome		
2. Apologies		
3. Confirmation of delegates/voting rights		
4. Confirmation of minutes from previous Annual General Meeting		
5. Presentation and adoption of Annual Report		
6. Presentation of Treasurers statement		
7. Acknowledgement to outgoing committee		
8. Election of New Executive Committee and appointment of auditor		
9. Set annual membership fee		
10. Other business		
11. Meeting close		

NOTES