



# ANNUAL GENERAL MEETING AGENDA

MEETING DETAILS		
<b>Organisation</b>		
<b>Project Meeting</b>		
<b>Date of Meeting</b>	<b>Time</b>	
<b>Location</b>		
<b>Attendees</b>		
<b>Apologies</b>		

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