CIHT South West: Annual General Meeting

DATE: 27 May 2020

TIME: 14:30 to 16:30

**VENUE DETAILS:**

Considering the unprecedented and fast-changing situation relating to Covid-19 (Coronavirus) the decision has been taken to hold this year’s AGM as a virtual meeting only. This decision has been taken respecting CIHT’s commitment to look after the health, wellbeing and safety of its members, volunteers and staff.

**DIAL-IN AND VIDEOCONFERENCING DETAILS:**

The AGM will be held via Microsoft Teams, which offers both videoconferencing and audio/dial-in facilities. This will allow all attending the AGM to be heard and, should they wish to, be seen.

Dial-in details will be provided nearer to the AGM to all registered attendees.

**AGENDA:**

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| **Item** | **Title / Information** | **Owner** |
|  | Introductions / apologies for absence | Nik Bowyer |
|  | Minutes of previous AGM, held on 01 May 2019, incorporating:   * Matters arising * Approval of minutes | Nik Bowyer |
|  | Feedback on 2020 Annual Conference, Black-Tie dinner and Awards ceremony | Nik Bowyer / Chris Shipway |
|  | Chair’s report | Nik Bowyer |
|  | Treasurer’s report   * Financial statement to end of previous quarter | Emma Hext |
|  | Election of Regional Officers and Committee Members   * Statement of Officers/Committee Members resigning * Statement of existing committee members wishing to remain on the committee * Election of new Committee Members * Election of new Officers | Nik Bowyer |
|  | Chair’s proposals for the year ahead | TBC |
|  | Any Other Business (A.O.B) | (All) |

*Please note that to be quorate, members need to be heard, so please activate your microphones when joining the meeting but respectfully keep background noise to a minimum. Video presence via webcam is also welcomed to help members participate.*