

ONLINE ANNUAL GENERAL MEETING NOVEMBER 2020

Further to the announcement on our website of the AGM, I give formal notice that the Annual General Meeting of the Rushcliffe Group will be held on-line **on Monday 16 November 2020** starting at **7.30 pm**.

I enclose the Agenda for the meeting.

If you wish to participate, please inform the Secretary by email at the address below no later than **9 November 2020**.

Please note the following.

1. **Documentation.** Statement of Accounts, Treasurer's Report, Secretary's Report, and 2019 AGM Minutes can be accessed on the website from **30 October 2020**.
2. **Questions/motions.** General questions/motions must be submitted in writing to the Secretary no later than **9 November 2020**. The Secretary will circulate the questions to attendees in advance of the meeting.
3. **Election of Committee:** All current members of the committee are standing for re-election. Any other nominations must be submitted in writing to the Secretary no later than **9 November 2020** with confirmation that the nominee is prepared to stand.
4. **Conduct of the Meeting.** The meeting will be conducted using Zoom. Attendees will receive the link, copies of any questions/motions and nominations submitted and details of the protocol for the conduct of the meeting by **13 November 2020**. If you are unfamiliar with Zoom but still wish to participate, you could do well to enlist the help of friends or family members who are familiar with it to get you up to speed ahead of the meeting.
5. **Recording.** The meeting will be recorded for the purpose of assistance to the Secretary to write the minutes. Once the minutes have been written the recording will be deleted.
6. **Questions at the meeting.** These will be limited to the accounts and reports. There will not be an item for Any Other Business.
7. **Voting/Approval of Reports.** The Chairman will ask for an electronic show of hands using the facility in Zoom
8. **Method of Communication.** This communication has been sent by email and post to all members. All subsequent communications will be by email only to those who wish to participate.

Mike Stock
Secretary

Please reply to: secretary@rushclifferamblers.org

Mob: 07910 967 430