



PRESENTING:



2015 Annual General Meeting

1. Welcome by President (chair)
2. Declare open the 3rd Annual General Meeting of ABOTMA
3. Appoint a minute taker
4. Attendance and apologies. (Members voting are to have signed in at the door and received voting cards)
5. Note members attending by proxy
6. Confirmation of the minutes of 2014 AGM
7. Reports from Executive Committee for 2014
 - a. President's report – (including role of Exec committee in relation to the festival and review of the year)
 - b. Secretary's report
 - c. Treasurer's report including financial statements (and auditor's report if available)
 - d. 2014 Festival report
8. Annual membership fee and membership period
9. Election of ordinary committee members for 2015 – the number of ordinary members to hold office for the next year must be decided at the AGM.
10. Nomination of a returning officer
11. President declares all positions vacant and vacates the chair.
12. Election of Officers for 2015/2016 (via secret ballot)
 - a. President – call for nominations and hold secret ballot if more than one nomination. Each candidate to give a 5 minute talk in support of their nomination.



PRESENTING:



b. Vice President

c. Secretary

d. Treasurer

13. Welcome to 2015/2016 Executive

14. General Business

15. Date for next MountainGrass festival: 18-20 November, 2016

16. Date for next ABOTMA AGM: 19 November, 2016

17. Close of meeting.

Things required for and at the AGM:

Ahead of AGM

- **Give notice to all members of the AGM no later than November 6 (14 days before the AGM)**
- **Compile and print annual report**

At AGM

- **List of current financial members**
- **Copies of the Annual report for all members**
- **Agenda for the meeting**
- **Book to record members signing in for the AGM and a person to monitor this at the entrance to the marquee**
- **Returning officer – John Taylor has offered to do it**



PRESENTING:



- Blank pieces of paper for secret ballot
- A table in the marquee
- Anything else?