



## Annual General Meeting Agenda 2022

Wednesday 12<sup>th</sup> January 2022

15:15 - 17:15, Carden Park Hotel and via Zoom

**1. To Note: Welcome and Introduction**

*Jonathan Atkinson, UK Chair, will outline the purpose of the AGM and explain how members can get involved.*

**2. To Note: Apologies for Absence**

*Andrew Cooper, UK Vice-Chair (Membership and Administration), will tell members who was not able to attend.*

**3. For Discussion and Approval: Minutes of AGM, 13 January 2021, and Matters Arising**

*Jonathan Atkinson, UK Chair, will ask members to comment on activity at last year's AGM, and will ask members to vote on these minutes as a true and accurate record of the meeting.*

**4. For Discussion and Approval: Executive Officer Reports**

*The HELOA Executive will outline what they, their teams, the committees, and Groups, have done this year.*

4.1. Jonathan Atkinson, UK Chair, and the UK Committee

4.2. Jack Clare, UK Vice-Chair (Partnerships), and team

4.3. Amanda Kenningley, UK Vice-Chair (Group Development) and the HELOA Groups

4.4. Andrew Cotterill, UK Vice-Chair (Communications), and team

4.5. Andrew Cooper, UK Vice-Chair (Membership and Administration)

4.6. Kate Filimon, UK Vice-Chair (Governance and Policy)

4.7. Reena Kaur, UK Vice-Chair (Training), and team

*Jonathan Atkinson, UK Chair, will ask members to adopt the reports as one and vote to agree that they are fair and accurate.*

**5. To Note: Report on the Election and Appointment of Officer Posts**

*Kate Filimon, UK Vice-Chair (Governance and Policy) will tell members who was elected or appointed to committees this year.*

5.1. Elected Officers

5.2. Appointed Officers

*Kate Filimon, UK Vice-Chair (Governance and Policy) will invite the meeting to adopt the elected and appointed officers of the association.*

**6. For Discussion and Approval: HELOA Office update**

*Jonathan Atkinson, UK Chair, will tell members what has happened this year in the HELOA Office, and will invite members to vote to approve the report of the HELOA office.*

**7. For Discussion and Approval: UK Chair extension**

*Jonathan Atkinson, UK Chair, will ask members to comment and vote on the proposed motion: Do you support the extension of the UK Chair role from 2 years to up to 3 years to bring it in line with all other elected roles within the*

*Association? As this is a decision to amend the constitution, it must be passed at the AGM by a 75% majority of votes cast.*

**8. For Discussion and Approval: Officer Report and Financial Proposals for 2021/22**

*Michelle Terrell, UK Vice-Chair (Finance), will update members on the following items:*

8.1. Completed accounts for the 2020/2021-2022 financial year

8.2. Provisional accounts for the 2022/23 financial year

8.3. Proposed membership costs

8.4. Proposed budget

8.5. Proposed auditor

*Michelle Terrell will ask members to vote to agree that the report and accounts are fair and accurate and to approve the proposals.*

**9. For Discussion and Approval: Honorary Membership and Commendations of Contribution**

*Andrew Cooper, UK Vice-Chair (Membership and Administration), will ask members to consider and vote on any nominations which have been received.*

**10. For Consideration: Any Other Business**

*Jonathan Atkinson, UK Chair, will ask members if there is anything else they would like to discuss.*

**11. To Note: Confirmation of Date of 2023 AGM & Conference - 11<sup>th</sup> January 2023**

*Jonathan Atkinson, UK Chair, will formally tell members the date of the next HELOA AGM and confirm the provisional venue.*