

HELOA ANNUAL GENERAL MEETING 2020

Crowne Plaza Hotel, Stratford-upon-Avon, Warwickshire

Wednesday 15th January 2020

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

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

3. For Discussion and Approval: Minutes of AGM, 24 January 2019, and Matters Arising

Jonathan Atkinson, UK Chair, will ask members to comment on activity at last year's AGM, and will ask members to confirm these notes are accurate.

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. Rebecca Hollington, UK Vice-Chair (Partnerships), and team

4.3. Helen Walker, UK Vice-Chair (Group Development) and the HELOA Groups

4.4. Rebecca Montgomery, UK Vice-Chair (Communications), and team

4.5. Steven Walsh, UK Vice-Chair (Membership and Administration)

4.6. Joanna Marchant, UK Vice-Chair (Governance and Policy)

4.7. Charlotte Brooks, UK Vice-Chair (Training), and team

Jonathan Atkinson, UK Chair, will ask members to vote to agree that these reports are fair and accurate.

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

Joanna Marchant, 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

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 ask members to vote to agree that this report is fair and accurate.

7. For Discussion and Approval: Officer Report and Financial Proposals for 2019/20

Michelle Terrell, UK Vice-Chair (Finance), will tell members what she has done this year, and will update members on the following items (tabled):

7.1. Completed accounts for the 2018/2019 financial year

7.2. Provisional accounts for the 2019/20 financial year

7.3. Proposed membership costs

7.4. Proposed officer support levels

7.5. Proposed budget for the 2020/21 financial year

7.6. Proposed auditor

Jonathan Atkinson, UK Chair, will ask members to vote on each item to agree that the report and accounts are fair and accurate and to approve the proposals.

8. For Discussion and Approval: HELOA Associate Membership for Non Publicly Funded Institutions (NPFIs) and Further Review

Jonathan Atkinson, UK Chair, will ask members to comment and vote to the proposed motion (two-thirds needed to approve).

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

Steven Walsh, 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 2021 AGM & Conference - January 13th 2021

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