



Companion booklet containing

- Information regarding AGM Zoom meeting.
- Information for members who do not have access to a computer:
- Instructions on early voting
- Nomination forms
- Voting Forms

AGM 2020 – VIA ZOOM – MONDAY 14 DECEMBER
2020 AT 10:30am

1. This year's AGM will be via Zoom, but we will try where possible to retain the usual format. Further details are given below. The AGM will start at 10:30am and will be followed by a talk (speaker still to be confirmed). Attendance of a quorum of one-tenth of the membership will be required (at least 63 members) or the AGM, but not the following talk, will have to be adjourned for another time.
2. I would like to apologise to those members who cannot access Zoom, and therefore will not be able to attend the AGM. If you have or can get internet access, there are tutorials about Zoom available via U3A and other internet resources (eg YouTube), as well as a *Zoom How To* video.
3. The AGM Booklet is enclosed. The AGM Agenda and standard motions to be voted upon are contained in the Booklet. I am pleased to announce we now have a nomination for the Chairperson post, details in the Booklet. We do however still have a vacancy for Vice Chairperson.
4. In a change from normal procedures **enclosed are some forms for completion and return if appropriate**. These include additional nominations for Committee members, additional motions, a voting form to allow those members not attending to register their choice, plus guidance for completion and return of the forms. The voting form should **not** be completed if you are planning to be at the AGM.

5. Any additional motions or nominations for the Committee will be added to the Agenda on the day and voted upon at the AGM.

Please note the date by which any forms must be received by the Minutes Secretary. Any further motions for the AGM must be received in writing at least 15 days (by Sat 29 Nov) before the AGM. The chairperson will **not** accept motions on the day of the AGM.

6. Most of the AGM business will be carried out as usual at the AGM. If you have any questions about the new procedures, please contact the Minutes Secretary as detailed below.

7. Finally, thank you all for your cooperation and for remaining members of our U3A in these difficult times. The Committee all hope 2021 will be a lot better for everyone.

Duncan Fraser

Minutes Secretary

minsec@tewkesburyu3a.org.uk

01684 325013.

This is the official telephone number for our U3A so you may be connected to an answerphone service.

ZOOM AGM - COMPLETION & RETURN DETAILS FORM

The relevant Form should be completed and returned to the Minutes Secretary,
Duncan Fraser, by no later than 29 November 2020, either by post to:
7 Park Close, Northway, Tewkesbury, Glos, GL20 8RB
or by e-mail to: minsec@teiwkesburyu3a.org.uk

BY POST

Cut out the relevant form.

Against each of the listed items either write the details requested or make your selection by placing an “X” in the box of your choice.

Ensure you fill in your name and membership number plus any other details requested.

Post to the Minutes Secretary.

Tewkesbury & District U3A

COMMITTEE NOMINATION FORM

There are nominations to stand for most of our committee posts at the AGM December 2020 for a further year. Details are in the AGM Booklet. There is still a vacancy for Vice Chairperson.

If you wish to nominate an alternative U3A member for any of the appointments, please complete the details below.

I wish to nominate the following to be member(s) of the Committee and confirm I have their permission to do so:

POSITION:

NAME:

Chairman

Membership Secretary

Minutes Secretary

Treasurer

Vice Chair

Non-Officer

Non-Officer

Proposed by:

Membership No:

email Address:

Date

Seconded by:

Membership No:

email Address:

Date

MOTION/RECOMMENDATION FORM

If you wish to propose a motion or recommendation to be considered at the AGM on Monday 14th December 2020 please complete the appropriate space below.

Forms must be posted or e-mailed to reach the Minutes Secretary by 29 November 2020.

Motions/recommendations must be proposed and seconded by current members of Tewkesbury & District U3A.

Motion/Recommendation:

Proposed by:

Membership No:

E-Mail Address

Seconded by:

Membership No:

E-Mail Address:

Date:

VOTING FORM

(Only to be completed by those members **not** present at the AGM on 14 Dec 20)

1. I, being a member of Tewkesbury & District U3A, approve the following:

2. Minutes of Tewkesbury & District AGM 2019 accepted as a true record:

Agree Disagree Abstain

3 – 5. [3] Chairperson's Report

[4] Membership Secretary's (Report)

[5] Treasurer's Annual Report for the year until 31 August 2020 are accepted as a true record:

3

Agree Disagree Abstain

4 Agree Disagree Abstain

5 Agree Disagree Abstain

6. Nomination of Haines-Watts as Independent Examiner/Auditor.

Agree

Disagree

Abstain

7a. Election of Committee Officers:

Chairman

Ian Barber

Membership Secretary Richard Hart

Minutes Secretary Duncan Fraser

Treasurer Sophie Franklin

Agree

Disagree

Abstain

7b Election of the Committee Non-Officers (posts as shown in AGM Booklet):

Justin Gowthorpe, Gillian Griffiths, Sylvia Murdoch, Mary Mulrenan, Lesley Offer, Shirley Channing.

Agree

Disagree

Abstain

Member's Detail (Please Complete in Capitals)

Name

Membership Number

Date

