

Dear Member of One East Midlands

**Notice of Annual General Meeting**

Please join us for our Annual General Meeting to be held at The Hope Centre, Southchurch Drive, Clifton NG11 8AR **on Thursday 5th December 2019 starting at 10.15am until approximately 10.30am.**

Our AGM will take place immediately before our annual event.

**If you want to attend the AGM and the event**, which is free for one member of your organisation, as a member of One East Midlands, book your place at: <https://oneemannualevent2019.eventbrite.co.uk>

**If you are not attending the event but are able to join us for the AGM** please email Sandra Casey at [office@one-em.org.uk](mailto:office@one-em.org.uk) to confirm.

**Become a trustee:** One East Midlands is recruiting for trustees. If you have the time to commit to attending bi-monthly meetings and wish to influence our work, please complete the Board nomination form.

**Right of proxy:** If you are unable to attend the AGM, it would be appreciated if you could complete the attached proxy. The right of proxy enables any person eligible to attend, speak and vote at a general meeting of a company to appoint someone else to attend, speak and vote on his or her behalf. This provides for the situation when a member is unable to attend the AGM.

As you will see from the attached form, you can choose whether to instruct the proxy to vote in a particular way, to abstain, or you can leave it up to the person appointed to vote as he or she sees fit. It is common practice for members to appoint the Chair of the meeting to be their proxy when they cannot attend themselves, although you are entitled to appoint any other person to act on your behalf. Instructions on how to use the right of proxy can be found on the attached proxy form.

Whichever way you choose to use your voting rights it is important to One East Midlands that you make your view known. If you are unable to attend the AGM please return the completed proxy form.

Your proxy choice will be used to vote at the 2019 AGM to appoint the trustees and independent examiners.

**Agenda**

1. Apologies
2. Minutes of last AGM
3. Matters Arising
4. Reports
   1. Chair
   2. Company Secretary
   3. Treasurer
5. Retirement of Trustees and Appointment of Trustees
6. Appointment of Independent Examiners

We look forward to seeing you on the 5th December 2019.

Yours sincerely

On behalf of the One East Midlands Board

Sandra Casey

Company Secretary