



1Voice – Communicating Together
The Apex
2 Sheriffs Orchard
Coventry, CV1 3PP

Tel: 07943 618525
Email: info@1voice.info
www.1voice.info

NOTICE of ANNUAL GENERAL MEETING 2018

Notice is hereby given that the Annual General Meeting of 1Voice will take place at **7.30pm on Tuesday, November 20, 2018** via GoToMeeting (online). GoToMeeting Code - 556-205-557

All welcome. Please note that only Company Members are eligible to vote at the meeting.

Jo Cope
Company Secretary
1Voice – Communicating Together
Admin address: 6 Hill Top Road, Lymm, Cheshire, WA13 0EA
Tel: 07943 618525
Email: 1voice-admin@1voice.info

Please confirm your attendance by Thursday 15 November in order to ensure you receive the instructions for joining the meeting.

Agenda

1. Appointment of Trustees to the Board
2. Appointments to Executive Committee
 - (i) Chair
 - (ii) Vice ChairThe newly appointment Chair to preside over the rest of the meeting.
 - (iii) Treasurer
 - (iv) Secretary
3. Apologies for Absence
4. Minutes of last Annual General Meeting held on 11 March 2017
5. Matters Arising from the minutes of the meeting held on 11 March 2017



6. Chair's Report – presentation of the report for the preceding year
7. Treasury Report – presentation of the accounts for the year ending 31 March 2017 and for the year ending 31 March 2018
8. Sub-committees – to agree sub-committees for the forthcoming year
 - 8.1 Finance & Fundraising Sub-committee
 - 8.2 Governance & Safeguarding Sub-committee
 - 8.3 Newsletter & Publicity Sub-committee
9. Sub-committees - appointment of trustees for the year
10. Trustees' meetings for 2019 calendar year
11. Expense policy – to review and agree the 1Voice Expense Policy for trustees and volunteers
12. Any Other Business
13. Date of next Annual General Meeting