



# The Heritage Crafts Association

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## Annual General Meeting

Notice is hereby given that the Annual General Meeting of the Heritage Crafts Association (HCA) will be held at the Royal Society of Medicine, 1 Wimpole Street, London, W1G 0AE on Saturday 24 March 2018 at 12.50pm.

The Annual General Meeting of the HCA is called to:

- Receive the Annual Report and the examined Financial Statement contained therein
- Consider and vote upon any resolutions of which due notice has been given
- Elect Trustees and Officers
- Discuss informally any other business with the permission of the Chair

Members of the HCA are entitled to propose resolutions for consideration at the AGM. These should be submitted in writing, proposed and seconded by HCA members. The final date for receipt of resolutions by the HCA Administrator is Friday 2 March 2018 (21 days before the AGM).

Members of the HCA are also entitled to submit nominations for the Board of Trustees. These should be submitted in writing, with a brief CV of the proposed nominee, with permission of the nominee and signed by a proposer and seconder. Nominee, proposer and seconder must all be separate and current HCA members. The final date for receipt of nominations by the HCA Administrator is Tuesday 13 March 2018 (10 days before the AGM).

You can find the following documents for the AGM on our website, here:

<http://heritagecrafts.org.uk/official-documents>

- The draft Agenda for the meeting, including details of Trustees and Officers standing for election
- The Annual Report and Financial Statement contained therein
- The unapproved Minutes from the seventh AGM held on 6 May 2017

The HCA Constitution and Rules are also available on the same web page.

The final Agenda, including details of nominations and resolutions, will be available on the website from Friday 16 March 2018.

Please note that the AGM will take place between events being delivered during the Spring Conference, for which there is a charge – full details are on the HCA website

([www.heritagecrafts.org.uk](http://www.heritagecrafts.org.uk)). All members are entitled to attend the AGM only without charge and, if this is your intention, please let the HCA Administrator know in advance.

Each Individual, Affiliated Business and Affiliated Organisation registered as a member of the HCA is entitled to one vote at the AGM. The person nominated by a business or organisation to vote on their behalf at the AGM will be required to declare this to the HCA Administrator before the AGM.

HCA Administrator: 27 South Road, Oundle, Peterborough, PE8 4BU.  
([info@heritagecrafts.org.uk](mailto:info@heritagecrafts.org.uk))