

# **DRAFT AGM 2019 CALLING NOTICE**

Notice of Annual General Meeting

The Annual General Meeting of Gloucester Aviation Collection (Jet Age) will be held on:

**Wednesday 20 March 2019 at 1900hrs**  
at  
**Jet Age Museum, Meteor Business Park,  
Cheltenham Road East, Gloucester, GL2 9QL**

Doors open at 1800hrs for registration. Light refreshments available.

NB. Please bring your membership card with you.

## **DRAFT AGENDA**

1. Welcome and Apologies.
2. To agree and accept the Minutes of the last AGM, held on Wednesday 21 March 2018.
3. Matters Arising from the Minutes.
4. To receive the reports of the Chairman of Trustees and the Chairman of the Management Committee.
5. To receive the Hon. Treasurer's Report and:
  - a. approve the accounts for the year ended 31 August 2018.
  - b. re-appoint Pitt Godden & Taylor (PGT) as the accountants for GAC.
6. To note and propose the election or re-election of Trustees and Management Committee members as follows (details of those nominated to be made available after 6 March 2019 (See notes below)):
  - a. Trustees x 4.
  - b. Management Committee members: Café Manager, Maintenance Manager Engineering Manager, Publicity and Marketing Manager, Membership Secretary and Shop Manager.
7. To note Phase 2a build progress and to propose a rise in GAC membership subscriptions as part of the overall fund raising initiative to facilitate the completion of the overall Phase 2 build as well as long-term museum sustainability:
  - a. Single from £10.00 to £15.00.
  - b. Joint from £18.00 to £25.00.
  - c. Family from £23.00 to £35.00.
  - d. Life from £250.00 to £375.00.
8. Any Other Business. (Items referred to and agreed by the Chairman prior to the meeting).

**NB:** Regarding Agenda Item 6, there is no obligation for GAC members to make nominations for the noted appointments, but if they wish to do so, **nomination form(s)** (*below – photocopies allowed*), **together with a maximum 300 word 'pen picture' of the nominee(s), should be completed and returned to reach the AGM 2019 Secretary at Jet Age Museum no earlier than 11 February but no later than 6 March 2019.** All eligible nominations will be put forward for consideration of appointment by vote.

Please read the 'Notes' below for criteria relating to the AGM and the nomination, election and appointment of Trustees and Management Committee Members.

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**GAC AGM 2019 – Form for the nomination of a Trustee or Committee Member**

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Person nominated.....Signed.....

GAC Membership Number (if applicable).....

Nominated for the position of (*state 'Trustee' or the specific Committee appointment*) .....

Date of induction as a volunteer (if applicable).....

Date.....

Nominator.....Signed.....

Membership Number.....

Date.....

Secunder.....Signed.....

Membership Number.....

*(Signatures imply agreement for details entered on this form to be used for GAC membership and AGM administrative purposes).*

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Notes:

1. Only members of the Gloucestershire Aviation Collection are entitled to vote at the AGM – voting cards will be made available to members when registering with the Membership Secretary on arrival at Jet Age Museum.
2. All documents relating to AGM 2019, namely, the Minutes of AGM 2018, the accounts for year ended 31 August 2018, Trustee and Management Committee nomination forms, and proxy forms for those members not able to attend the meeting, will be made available on the Jet Age Website and in hard copy by request to the AGM 2019 Secretary. *(NB. The Trustee and Management Committee nomination form printed in the News Letter may be photocopied if required)*
3. GAC Members wishing to propose an item for the agenda should contact the Secretary for AGM 2019 with details of the item by latest 6 March 2019.
4. The AGM Secretary can be contacted via the e-mail contact address on the Jet Age Website, or, in writing to: Jet Age Museum, Meteor Business Park, Cheltenham Road East, Gloucester, GL2 9QL
5. To nominate a person for an appointment as a Trustee or a Committee Member, first obtain their permission, complete the first section and ask the person nominated to sign and date this section. As the Nominator, complete the second section in full, sign and date. Finally, request the Secunder to complete and sign the final section. Completed hard copy nominations, together with a short pen-picture of no more than 300 words, must be sent to the Jet Age Museum for attention of, 'AGM 2019 Secretary' at Jet Age Museum (see Note 4).
6. Those nominated for the Management Committee must be fully-paid up members of GAC, inducted and HASAW qualified volunteers at the time of nomination and at the AGM 2019. Those nominated for appointment as a new Trustee are not required to be similarly qualified initially, but if elected will be required to become a member of GAC and go through a Trustee induction and briefing process, which includes 'volunteer induction' before taking up the appointment. Any new Trustee elected will be filed as a Director of GAC at Companies House. If more than one person is nominated for the same appointment as a Trustee or Management Committee Member, the person with the majority vote will be considered to have been elected.
7. **NB:** Nomination forms can only be accepted if submitted for receipt by the AGM 2019 Secretary between 11 February and 6 March 2019 as required by the GAC Articles of Association Article 35. All posts for election will be confirmed when the AGM Final Agenda is published, which will be between 6 and 13 March 2019 as required by GAC Articles of Association Article 36. Proxy voting forms will be made available when the final agenda is published. Proxy voting requirements are detailed under Articles 17 to 22.