



MINUTES OF THE RAF
HELD AT HRS ON AT

ASSOCIATION ANNUAL MEETING

Present/ In Attendance		Chair
		Treasurer
		Secretary
		<i>(Please list all other attendees at Appendix I)</i>
Apologies		<i>(Please list all apologies at Appendix II)</i>

Item 1 – Welcome

1. The Chair opened the meeting by welcoming all present.

Item 2 – Quorum and Apologies

2. The Chair confirmed the quorum requirements had been met in accordance with the current list of members.
3. Apologies received are noted at Appendix II.

Item 3 – Conflict of interest

4. All attendees confirmed that they had considered individually any conflicts based on the published agenda, and confirmed they would raise during the meeting if any conflicts arose.
5. All attendees declared accordingly.

Item 4 – Minutes of the previous meeting

6. The Chair asked the committee to approve the minutes of the last meeting held on
7. The minutes of the last meeting were accepted as a true and accurate record.
The following amendments were noted:

Item 5 – Matters Arising

8. There were no matters arising for the committee to note.
The following matters were noted since the last meeting:

Item 6 – Chairs Report

9. The Chair provided a brief overview of the key successes and achievements of the association over the last year:

Item 7 – Committee Appointments

10. The Chair asked the committee to consider the following appointments and resignations.

11. Resignations:

12. Appointments:

13. The committee approved/declined the following appointments by simple majority.
(Confirm approved appointments and effective dates. Or note declined appointments.)

Item 8 – Finance Update

14. The Treasurer presented the annual accounts for approval.
15. The Treasurer presented the forthcoming years annual budget for approval.
16. The Treasurer gave a summary of current/predicted Grants/Sponsorship/Income to the committee.

17. The following matters were discussed:

Item 9 – Strategy Review

18. The association strategy was circulated to the committee for consideration.

19. The committee were invited to comment/discuss the associations vision for the next 1-3 years.

20. The following matters were discussed:

21. The Treasurer noted the following as potential capital bids:

Item 10 – Programme of Activity

22. The Chair proposed the following programme of activity for :

Item 11 – Discipline/Team Update

23. (Discipline/Team) provided an update to the committee, detail discipline/team:

Item 12 – A.O.B.

24.

Item 13 – Dates of Future Meetings

25. The Secretary confirmed the next meeting was scheduled for:

Appendix I - Attendees

Appendix II - Apologies