

CAITHNESS CHAMBER of COMMERCE

REGISTERED NO.SC350926



NOTICE OF TWELFTH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the TWELFTH Annual General Meeting of Caithness Chamber of Commerce will be held at Mackays Hotel, Wick on 3RD day of October 2019 at 17:30 hrs.

BY ORDER OF THE BOARD

Trudy Morris

Chief Executive/Director

Date: 22 August 2019

Registered office: Naver Business Centre, Naver House, Naver Road, Thurso, Caithness KW14 7QA

CAITHNESS CHAMBER of COMMERCE ANNUAL GENERAL MEETING

***** PLEASE NOTE CHANGE OF VENUE*****

3 OCTOBER 2019 – Mackays Hotel, Wick

17:30

A G E N D A

1. Drinks
2. Welcome and introductions
3. Apologies for absence
4. Approval of minutes of last Annual General Meeting held on 1 October 2018
5. Adoption of Accounts for the year to 31 May 2019
6. Appointment of Accountants
7. Resignation & election of Directors
8. Overview of Chamber activity over last 12 months
9. Any Other Business
10. Close meeting
11. The AGM will be followed by:
 - a. Developing the Young Workforce North Highland Regional Awards
 - b. Buffet & Entertainment

In accordance with the Memorandum and Articles of Association, the directors shall be the Chief Executive and eleven Executive Representatives elected by the members. The Chair and Vice Chair are appointed by the Board as are non-executives.

In accordance with Article 41 of the Memorandum and Articles of Association, at least a third of the directors shall retire, those being William Baxter, Derek Campbell, Andrew Mackay, Louise Sinclair and Simon Middlemas (non-executive).

One Director has been appointed since 1 October 2018, Martin Moore and there has been one Director resignation during this period, Phil Craig.

Executive Directors standing for re-election being Derek Campbell, Andrew Mackay and Louise Sinclair.

At present there are FIVE vacant posts for Executive Representatives, nominations of which may be submitted under the Memorandum and Articles of Association of the Company. If the number of candidates exceeds the places available, then there will be an election. Nominations should be made on the attached nomination form and submitted to the Chief Executive at Caithness Chamber of Commerce to arrive no later than **Friday 6 September 2019**.

By Order of the Board
Trudy Morris
Chief Executive/Director
22 August 2019



**STRONGER
TOGETHER**