

Community Woodlands Association

Company Limited by Guarantee No 275097
Scottish Charity No SC038374
Registered Office: Old Poltalloch, Kilmartin, Argyll. PA31 8RQ

AGM 2011

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The 9th Annual General Meeting of the Community Woodlands Association
will be held at 2.15pm on **Sunday 13th November 2011**
at Boat of Garten Community Hall, Reidhaven Park, Craigie Avenue
Boat of Garten, Inverness-shire PH24 3BL

AGENDA

1. Apologies for absence
2. Minutes of the 8th AGM held on 24th October 2010*
3. Chairman's Report
4. Treasurer's Report
5. Proposals
6. Election of Directors
7. Any Other Business

* Copies of the minutes will be available at the meeting.

PROPOSALS: Ordinary Resolutions (require simple majority)

Proposal 1: Adoption of Accounts

That the accounts for the financial year ending 31 March 2011 be adopted.

Proposed: Michaela Hunter Seconded: Mike Steele
Copies of the accounts will be available at the AGM

Proposal 2: Appointment of Auditors

That Tim Wright will be appointed as the auditors for the 2011-12 accounts to be presented at the 2012 AGM.

Proposed: Michaela Hunter Seconded: Piers Voysey

Proposal 3: Community Woodlands Association Membership Fees

That CWA Membership Fees shall be as follows:

Voting membership categories

Full Membership:	£30.00
Basic Membership:	£10.00
Umbrella Membership:	£50.00

(Basic membership is available for new and small community woodland groups with an annual turnover <£1000)

Non-voting membership categories

Individual Membership:	£10.00
Associate Membership:	£100.00

Proposed: Mark Lazzeri Seconded: Michaela Hunter

Note: The fee rates are unchanged.

Guidance & Instructions for Proxy Voting Form for the Annual General Meeting of the Community Woodlands Association on the 13th November 2011 or at any adjournment thereof.

Eligibility

Full, Standard & Umbrella member groups of CWA are entitled to vote at the AGM, in person or by proxy.

Each member has one vote only.

Individual and Associate members are not entitled to vote at the AGM

Voting In Person

Representatives of voting member groups who are attending the AGM will be provided with voting papers at the meeting and should not complete a proxy voting form. Members who have completed a proxy voting form will not be permitted to vote at the meeting unless they have withdrawn their proxy vote, in writing, before the meeting commences.

Voting By Proxy

Voting member groups who will not have a representative at the AGM may appoint a proxy to vote on their behalf. They should complete the Proxy Voting Form and return it to: Company Secretary, CWA, c/o Steading Cottage, Craigfield Farm, Kintessack, Forres, Moray IV36 2SP by 5.00pm Thursday 10th November 2011

Instructions for completing the Proxy Voting Form

You have 4 options for casting a vote by proxy. Please choose one option and follow the instructions listed:

Option 1: You may appoint the Chairman of the meeting to cast your vote at his or her discretion. For this option please complete Form A only.

Option 2: You may appoint the Chairman of the meeting to cast your vote according to your instructions. For this option please complete Forms A and C.

Option 3: You may appoint any person who will be present at the meeting to cast your vote at his or her discretion. For this option please complete Form B only.

Option 4: You may appoint any person who will be present at the meeting to cast your vote according to your instructions. For this option please complete Forms B and C.

Please note:

Proxy votes may only be cast by a person who is personally present at the meeting. Appointing the Chairman of the meeting, whoever that may be, ensures that your proxy vote will be cast.

A proxy may cast your vote or abstain at his or her discretion unless specifically instructed otherwise by Form C. If you use Form C to specify how your vote is to be cast on some items but not others, your proxy may use your vote or abstain, at his or her discretion, on the items which are not specified.

Proxy Voting Form for the Annual General Meeting of the Community Woodlands Association on the 13th November 2011 or at any adjournment thereof.

FORM A
 We (name of member group) _____,
 hereby appoint the Chairman of the meeting as our proxy, to speak on our behalf and cast our vote at his/her discretion, except as specified in Form C

Signature: _____

Position in Group: _____ Date: _____

FORM B
 We (name of member group) _____

hereby appoint (Proxy's name in block letters) _____
 as our proxy, to speak on our behalf and cast our vote at his/her discretion, except as specified in Form C

Signature: _____

Position in Group: _____ Date: _____

FORM C
 We (name of member group) _____
 hereby instruct our proxy to cast our vote as follows
 (please place a cross in one box for each proposal):

Proposal	For	Against	Abstain
1: Adoption of Accounts			
2: Appointment of Auditors			
3: CWA Membership Fees			

Signature: _____

Position in Group: _____ Date: _____

This form should be returned to: Company Secretary, CWA, c/o Steading Cottage, Craigfield Farm, Kintessack, Forres, Moray IV36 2SP by 5.00pm Thursday 10th November 2011

**Community Woodlands Association
Nomination Form – Director**

CWA AGM to be held following the Conference on Sunday 13th November 2011

We the undersigned, representing a member group of the Community Woodlands Association, hereby nominate the following person to serve as a Director of Community Woodlands Association

Name of Proposing Group.....

Nominee's Name

Nominee's Address

.....

Proposer's Name

Position within Group.....

Signed

Seconder's Name

Position within Group

Signed

Notes:

Only voting member groups (full, basic or umbrella) can propose a candidate.

The candidate need not be a member of your group.

The form should be signed by two members of the group's committee.

If more nominations are received than there are vacancies then a ballot of members attending the AGM will be organised to elect the Directors.

CWA Memorandum & Articles available on request from admin@communitywoods.org

Please return this form to Gordon Gray Stephens, Company Secretary, Old Poltalloch, Kilmartin, Argyll PA31 8RQ by 5.00pm on Friday 28th October 2011