

1/11/16

## THIA Annual General Meeting Timetable

The Secretary is responsible for preparing and distributing AGM material and publishing the meeting minutes. Following are the steps:

THIA DOR states that the AGM is to be held the fourth Wednesday of March. The Board can delay the meeting for up to one month.

**December 14:** Set AGM date:

- Ensure Lois is available on XXX.
- Obtain mailing and return address labels from Lois
- Reserve the church for XXXX
- If either Lois or the Church is not available, pick an alternate date as close to DATE as possible.

**December 16:** Send announcement:

- Send the AGM announcement letter. This can be via regular mail. The letter includes the date, time and location of the meeting. It includes forms to request an item on the AGM agenda and to request a name on the ballot for the Board or ACC election.
- Post the letter on the bulletin Board and on the web site.

**January XX:** At the January Board meeting, agree on the draft budget for the next year to be reviewed and approved by the next year's Board.

**January XX:** Send an e-mail blast reminder requesting topics and candidate names/biographies.

**February X:** Compile the candidate biographies in a one list for BOD and one list for ACC.

**February XX:** Prepare the agenda:

- Review last year's minutes, last year's agenda and requests for agenda items from members.
- Draft an AGM agenda and circulate it to the Board.

**February XX:** Request the Treasurer obtain mailing labels from Carefree Executive Services. In that request, ask that they eliminate any member not in good standing and note on the label the number of lots if the member has more than one lot. (Note: THIA DOR 1c requires AGM information is mailed; not e-mailed.)

**February XX:** At the Board meeting

- Approve the AGM agenda.
- Schedule the “folding” party.

**February XX:** Prepare the package:

- Once you know the label count, check the envelope inventory.
- Purchase the needed number of full- size, peel label sealing, non-clasp envelopes.
- Draft the AGM package cover letter.
- Develop the BOD and ACC ballot forms.
- Put together the package with the cover letter, ballot, L/Y AGM minutes, draft budget and T/Y AGM agenda.
- Circulate the package to the Board for immediate comments.
- Make changes based on the comments.

**February XX:** Prepare materials:

- Take the package to a printer.
- Include copies of THDWID material, if requested.
- Request two sided printing as much as practical.
- Have copies printed equal to the number of labels except for the ballot pages.
- For ballot pages, have copies printed equal to the number of lots.
- Request an additional 25 ballot copies in a different color.
- Request an additional 25 copies of the agenda.
- Weigh the printed copies at the Post Office.
- Determine the “extra” cost for including THDWID materials.
- Determine the postage needed for packages with one ballot, two ballots, etc.
- Buy sufficient postage. (Note: Alternately, contact a firm such as the Document House to determine their charge to meter the envelopes after they are stuffed.) ·

**February XX:** At the folding party:

- Insert one copy of each item in all envelopes.
- Attach labels. For envelopes with multiple lots noted on the label, insert extra copies of the ballot equal to the number of lots.
- Segregate multiple lot envelopes.
- Apply sufficient postage for each group; i.e. one lot, two lots, etc. (Alternately, deliver the segregated groups to the company that will meter the envelopes.)·
- Agree upon a date, time and location for the pre-AGM meeting in early March.

**March XX:** Hold pre-AGM meeting:

- Review the agenda. Agree who will say what on each point.
- Agree on what time the Board will arrive at the AGM meeting location.
- Determine who has the paddles.
- Verify the meeting location reservation.
- Remind Lois, Carefree Executive Service, to be in attendance and bring the “in good standing” member list with the number of lots.

**March XX:** Prepare AGM location:

- Bring the paddles to the meeting.
- Staff the AGM sign-in desk and distribute paddles.
- Set up the room.
- Leave extra copies of the agenda and the colored copies of the ballot at the sign-in table.

**March XX:** Hold AGM:

- Follow the agenda.
- Interrupt the agenda in order to have CES announce the election results.
- Take notes during the meeting.

**March XX:** Circulate meeting minutes via e-mail to the Board and anyone else who made a report at the meeting.

**April XX:** Update draft minutes:

- Make changes based on comments.
- E-mail the revised minutes to the Board.

**April XX:** At the Board meeting of the new Board:

- Elect officers.
- Make adjustments to draft budget and approve 2016 budget.
- Approve the draft of the minutes.
- Post the AGM minutes on the bulletin board with the note, “Preliminary pending approval at the next AGM”.
- Post the minutes on the web-site with the note, “Preliminary pending approval at the next AGM”.
- Request “extra” postage reimbursement from THDWID.