

HBA Secretary
Email: secretary@hbauk.com
Telephone: 0300 121 0503

7th March 2019

Dear Recipient,

Annual General Meeting 2019

The HBA Annual General Meeting will be held on Saturday 30th March 2019, at the Best Western Stoke-on-Trent Moat House Hotel, Etruria Hall, Festival Way, Stoke-on-Trent, ST1 5BQ, during our National Conference. Attendance at the meeting is open to representatives of all Full Member stations, and to Associate Members, without charge. If no-one from your station is able to attend the meeting, you are encouraged to appoint a proxy – which can be the meeting's chairman – to vote on your station's behalf (see later).

Agenda

Ordinary Business

(These motions require a simple majority of those voting to pass.)

1. To adopt the Minutes of the AGM held on 24th March 2018 as a true and accurate record of the meeting (copy enclosed).
2. To receive the Trustees' Annual Report and Accounts for the year to 31st August 2018 (copy enclosed).
3. Elections to the Trustee Board:

(As the elections are uncontested, unless any member objects, the meeting will simply be asked to approve the appointments. If a formal objection is raised, then a full ballot will be undertaken.)

- a. To re-elect Grant McNaughton (of Radio Grapevine) as Chairman
(nominated by Radio Grapevine and Radio Cherwell)
- b. To re-elect Nigel Dallard (of Winchester Radio) as a Trustee
(nominated by Southampton HR and Radio Fox)
- c. To elect Sam Smette (of Radio Horton) as a Trustee
(nominated by Radio Hillingdon and Coventry HR)

Special Business

(These motions require the agreement of at least 75% of those voting to pass.)

4. To amend HBA's Articles of Association as detailed in Appendix 1.
5. To convert HBA from a Company Limited by Guarantee to a Charitable Incorporated Organisation, adopting the Constitution in Appendix 2.

Meeting Conduct

Participation in the AGM is restricted to the official representative/proxy of Full Members.

Individual Associate Members, representatives of Corporate Associate Members and other members of Full Members are welcome to observe the proceedings.

Appointment of Representative / Proxy

If you wish your organisation to be represented at the AGM, you must appoint your representative / proxy by completing the left-hand portion of the enclosed form.

You may appoint any named person (and a deputy if you wish) to represent your organisation. This person may also represent other organisations at the same meeting. Alternatively, you may appoint the Chairman of the Meeting to act as your organisation's proxy.

Use the right-hand side of the form to instruct your representative / proxy how to vote. You can instruct your proxy to vote for or against each of the resolutions on the agenda, or you can instruct him/her to abstain from voting on a resolution, or allow him/her to vote as he/she sees fit.

Amendments may be proposed, during the meeting, to any of the resolutions on the agenda. You may also instruct your representative / proxy how to vote, in general terms, in these circumstances.

Appointing the chairman of the meeting as your proxy

If you appoint the Chairman of the Meeting as your organisation's proxy, you **MUST** complete both parts of the form and return it to me. I and the Chairman of the Meeting will then ensure that your organisation's votes are cast as instructed.

If possible, please scan or photograph and e-mail the completed form to *secretary@hbauk.com*, to arrive no later than Thursday 28th March. If it is not possible for you to scan/photograph the form, please copy the text into the body of an e-mail. If you wish to post the form, please send it to Nigel Dallard, HBA Secretary, 54 St. Annes Close, Winchester, Hampshire, SO22 4LQ.

Appointing another attendee as your proxy

If you appoint a person other than the Chairman of the Meeting as your organisation's representative / proxy, completion of the right-hand side of the form is optional. You may either return the left-hand portion of the form to me as described in the paragraph above, or (preferably) the appointed representative / proxy can present it at the registration desk on the day of the meeting. He/she will not be required to show any HBA officer how he/she has been instructed to vote. Please note that HBA cannot ensure that he/she will vote as you instruct, even if you do complete the right-hand side of the form. This is a private matter between your organisation and the person concerned.

Informal Meeting

The formal AGM will be followed by an informal meeting during which those present can pose questions on a wider range of topics relevant to hospital broadcasting, either to the HBA Trustees or to their fellow hospital broadcasters.

By order of the Trustee Board,



Nigel Dallard
Trustee Board Secretary
7th March 2019