

Action Points (draft)

AGM Planning \ Committee Meeting

Tuesday 12th Sept 2023

6.30pm

Portsocken Community Centre

Attendance
Hanif Ali
Carlos Navarro jnr
Mohammed El Baerj
Khalis Miah
Ejaz Rahman
Tim Limbrick
Munsur Ali (Secretary)
Roger Jones (Chair)

NB Norman McMaster attended the start of the meeting to furnish his resignation from the committee

1. Apologies

John Fletcher

2. Co-Options

The following members were proposed (Roger) and seconded (Munsur) to stand for the ctte at the AGM, and also co-opted on the committee:

Hanif Ali, Carlos Navarro jnr, Mohammed El Baerj, Khalis Miah, Tim Limbrick, Ejaz Rahman, John Fletcher (in absentia)

3. Agenda for AGM

- a) Chair's Welcome
- b) Apologies for absence
- c) Minutes of Previous Meetings
- d) Financial Report – Q & A
- e) Election of Committee Members
- f) Committee requests that up to £250 to be spent on meeting & business expenses for next year
- g) Date and time of committee meeting to elect officers
- h) Date and time of next public meeting
- i) End of business meeting.

4. Discussion of 'what the RA is for'

Members wanted to defer this issue for another occasion after the AGM.

5. Organisation of the AGM

- a. Roger & Munsur will finalise flyer design
- b. Munsur will print the flyers – the following volunteered to help distribute:
 - i. Tim GC floors 6 & 7
 - ii. Hanif GC floors 2&3
 - iii. Roger GC floors 4&5
 - iv. Munsur ground floor GC
 - v. Munsur, Ejaz & Mohammed – IC
- c. A pack to be printed (45 copies) for distribution at AGM (i.e. placed on each chair) consisting of:
 - i. Minutes of previous AGM
 - ii. Financial Report
 - iii. Agenda (Roger & Munsur to finalise Agenda)
 - iv. Munsur to organise printing and liaison with John re Mins & Finance report
- d. Roger to print out attendance forms
- e. Food
 - i. John has offered to order food
 - ii. Requests made for some options to be vegan, and others gluten free
 - iii. Munsur to Liaise with John re food.

6. Use of digital\online resources

- a. It was agreed that we use a WhatsApp group as main means of committee communication instead of email.
- b. Roger agreed to put RA constitution on temporary website for reference and advertise in estate WhatsApp group
- c. Members discussed future use of online resources to engage with residents, e.g. estate WhatsApp group and development of association web site to allow use of google forms.