



## Annual General Meeting 2017 - Agenda

### 3rd Annual General Meeting of the Association for Learning Technology (CIO no. 1160039)

Wednesday, 6th September 2017 - 14.20 - 15.00

Mountford Hall, Guild of Students, University of Liverpool, UK ([directions](#))

All documents for the AGM can be accessed via the [ALT website](#).

Time	Item	Agenda item	Vote
14.20	1	<b>Welcome</b> Attendance and noting apologies tendered. Please use the sign-in sheets provided to record your attendance.	n/a
14.23	2	<b>Approval of the <a href="#">Minutes of last general meeting</a></b> held in Warwick on 7th September 2016. Fiona Harvey will be looking for individuals present at the 2016 meeting to propose and second that both sets of minutes the 2016 minutes are an accurate record of the 2016 AGM.	Yes Proposer Seconder
14.26	3	<b>Matters arising from the Minutes of the last general meeting</b> (if any)	n/a
14.30	4	<b>Annual Report and Accounts for 2016-17</b> Daniel Clark, who is Honorary Treasurer of ALT, will report to the meeting and take questions. The Annual Reports and Accounts are available from the <a href="#">AGM page</a> and printed copies will be circulated. Members will then be asked to vote on the approval of the accounts.	Yes Proposer Seconder Full vote
14.40	5	<b>Appointment of an Auditor for the 2017-2018 Accounts</b>	Yes
14.43	6	<b>Brief verbal report from Maren Deepwell, Chief Executive and Award of Honorary Life Membership</b>	n/a
14.55	7	<b>Elections to Trustee vacancies</b> To announce the results of the election of: a) a Vice-Chair of the Association (an ex-officio member of the Central Executive Committee who will become Chair in September 2018, and President in September 2019) b) two individuals to serve for three years as Trustees of the ALT from September 2017.	Election already took place
15.00		<b>Close of meeting</b>	

# How to vote at the AGM

If you are present at the AGM, you will vote by show of hands. If you are not able to participate in person, please use the proxy voting arrangements set out below.

## Proxy voting arrangements and forms

Deadline 17.00 BST, 31 August 2017.

Under item 4 the AGM will vote on the following resolution from the ALT Central Executive Committee.

RESOLUTION 1. “That the 2017 AGM approves the 2016-2017 annual report and accounts.”

Under item 5 the AGM will vote on the following resolution from the ALT Central Executive Committee.

RESOLUTION 2. “To appoint David Cadwallader & Co as Auditors for the 2017-2018 Accounts.”

Individual members and the representatives of organisational, partner or sponsoring members who cannot be present in person at the AGM are entitled to vote by proxy, by appointing Martin Weller, Chair of ALT, or a colleague to cast a proxy vote on their behalf.

If you wish to vote by proxy, here is what to do:

1. Decide whether you wish to direct your proxy to vote as she/he chooses on your behalf, or whether you wish to direct her/his vote as you instruct.
2. Complete all relevant sections of the proxy voting form below, remembering to sign and date it.
3. Email the form to [maren.deepwell@alt.ac.uk](mailto:maren.deepwell@alt.ac.uk) or post the form to Martin Weller, ALT AGM, Gipsy Lane, Headington, Oxford, OX3 0BP, to arrive in either case by no later than 17.00 BST on 31st August.

# Proxy voting form

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

1. I am an individual , certified, or honorary life member of ALT OR I am the representative of an organisational, partner or sponsoring member of ALT (delete whichever does not apply in the case of this particular proxy vote).

2. If (and only if) I am the representative of an organisational or sponsoring member of ALT, the name of the organisation is:

\_\_\_\_\_

3. I am appointing Martin Weller, the Chair of ALT OR \_\_\_\_\_ (insert name - this option applies only for representatives of organisational, partner or sponsoring members) to act as my proxy at the ALT AGM 2017.

4. I direct Martin Weller OR \_\_\_\_\_ (insert name - this option applies only for representatives of organisational, partner or sponsoring members) to vote as she or he chooses on my behalf OR I direct Fiona Harvey to vote as I instruct (delete whichever does not apply).

5. If and only if I am directing Martin Weller to vote as I instruct, my instruction is for his to

RESOLUTION 1.	VOTE FOR	VOTE AGAINST	ABSTAIN
RESOLUTION 2.	VOTE FOR	VOTE AGAINST	ABSTAIN

(place a cross [ X] against your choices).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_