



Annual General Meeting 2019 - Agenda

The 2019 Annual General Meeting of the Association for Learning Technology (CIO no. 1160039), takes place on Wednesday, 4th September 2019 - 16.30 in [McEwan Hall](#), University of Edinburgh. All documents for the AGM can be accessed via the [ALT website](#).

Time	Item	Agenda item	Actions
16.30	1	Welcome from the Chair and President of ALT Sheila MacNeill and Martin Weller will welcome all and share highlights from the past year.	Use the sign-in sheets provided to record your attendance. We will note apologies.
16.35	2	Approval of the Minutes of last Annual General Meeting held in Manchester on 12th September 2018 as an accurate record of the meeting. View the minutes here .	Martin Weller will ask for a Proposer and Secunder to approve the minutes.
16.40	3	Matters arising from the Minutes of the last general meeting Note the current constitution which Members approved at last year's AGM.	-
16.45	4	Annual Report and Accounts for 2018-19 Daniel Clark, Honorary Treasurer of ALT, will report to the meeting and take questions. The Annual Reports and Accounts are available from the AGM page and printed copies will be circulated.	Daniel Clark will ask for a Proposer and Secunder for the resolution to approve the accounts.
16.55	5	Appointment of an Auditor for the 2019-2020 Accounts Members will be asked to vote to re-appoint David Cadwallader & Co Ltd, Accountants, of Chesterton, as Auditors.	Martin Weller will ask for a Proposer and Secunder to appoint the auditor.
17.10	6	Award of Honorary Life Membership Martin Weller will present this year's Award to an individual who has made an outstanding and sustained contribution to the advancement of ALT's aims for the development of learning technology.	-
17.15	7	Trustee election, appointments and thanks Sheila MacNeill will announce the results of this year's Trustee election to elect two new Trustees to the Board of	-

		Trustees and the appointment of the next Vice-Chair. Martin Weller will thank Trustees coming to the end of their terms of service.	
17.20	8	CMALT Ceremony As the closing highlight of this year's AGM, all Members who have achieved or renewed their CMALT accreditation in the past 12 months will be invited onto the stage for the first annual CMALT Ceremony.	-
		Close of meeting	

Important Information about the AGM

Who can attend the AGM?

The AGM is open to all and everyone is welcome. Please use the sign-in sheets provided to record your attendance even if you are not a Member.

Who is eligible to vote?

All Members with the exception of Associate Members are eligible to vote. Members who hold a membership in their own right and also represent a Member Organisation are eligible to vote twice, once for each membership they hold.

How to vote at the AGM (in person)

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.

How to vote at the AGM (proxy voting arrangements and forms)

Deadline 17.00 BST, 30 August 2019.

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, President 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 (electronic signatures are acceptable) and date it.
3. Email the form to maren.deepwell@alt.ac.uk by no later than 17.00 BST on 30th August.

ALT Annual General Meeting 2019 - Proxy voting form

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 (<i>delete whichever does not apply in the case of this particular proxy vote</i>).	
First name:	
Family name:	
If (and only if) I am the representative of an Organisational or Sponsoring member of ALT, the name of the organisation is:	
I am appointing this person to act as my proxy at the ALT AGM 2019:	
Martin Weller, the President of ALT OR _____ (insert name - this option applies only for representatives of organisational, partner or sponsoring members)	
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 Martin Weller to vote as I instruct (<i>delete whichever does not apply</i>).	
If and only if I am directing Martin Weller to vote as I instruct, my instruction is as follows (<i>delete whichever does not apply</i>):	
RESOLUTION 1 IT IS HEREBY RESOLVED THAT the 2018-2019 Annual Report and Accounts be approved.	VOTE FOR VOTE AGAINST ABSTAIN
RESOLUTION 2 IT IS HEREBY RESOLVED THAT David Cadwallader & Co Ltd, Accountants, of Chesterton, be re-appointed as Auditors for the 2019-2020 Accounts.	VOTE FOR VOTE AGAINST ABSTAIN
Signature:	
Date:	

Email the form to maren.deepwell@alt.ac.uk by no later than 17.00 BST on 30 August 2019.