



Annual General Meeting 2016 - Agenda

2nd Annual General Meeting of the Association for Learning Technology (CIO no. 1160039)

Wednesday, 7th September 2015 - 15:45-16:30

Main Theatre, Arts Centre, University of Warwick, UK (see <https://goo.gl/WACqle>)

All documents for the AGM can be accessed at <http://go.alt.ac.uk/ALTAGM>

Time	Item	Agenda item	Vote
15.45	1	Welcome Attendance and noting apologies tendered. Please use the sign-in sheets provided to record your attendance.	n/a
15.50	2	How to vote We are using an online voting system this year: Lumi AGM Mobile. Peter Fowler will introduce Members to the system.	n/a
15.55	3	Approval of the Minutes of last general meeting (charity no.1160039 and charity no.1063519) held in Manchester, on 9th September 2015. Fiona Harvey will be looking for individuals present at the 2015 meeting to propose and second that both sets of minutes the 2015 minutes are an accurate record of the 2015 AGM.	Yes
16.00	4	Matters arising from the Minutes of the last general meeting (if any)	n/a
16.03	5	Annual Report and Accounts for 2015-16 Daniel Clark, who is Honorary Treasurer of ALT and Nicola Cadwallader, ALT's Auditor, will report to the meeting and take questions. The Annual Reports and Accounts (charity no.1160039 and charity no.1063519) are available from the AGM page and printed copies will be circulated. Members will then be asked to vote on the approval of the accounts.	Yes
16.18	6	Appointment of an Auditor for the 2016-2017 Accounts	Yes
16.15	7	Brief verbal report from Maren Deepwell, Chief Executive and Award of Honorary Life Membership	n/a

16.25	9	Elections to Trustee vacancies 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 2017, and President in September 2018) b) two individuals to serve for three years as Trustees of the ALT from September 2016.	Election already took place
16.27	10	Remembering Doug Gowan, President of ALT Trustees will lead Members in remembering Doug Gowan, President of ALT, who died in February 2016 and announce	
16.30		Close of meeting	

How to vote at the AGM

In order to vote at the meeting, you will need to download the 'Lumi AGM' app onto your smartphone device. Alternatively, Lumi AGM is available as a web client and can be accessed using any web browser, on a smartphone device or PC. If you would prefer to vote using this method, please go to <https://web.lumiagm.com>.

This is available in native app format (Android and iOS only) and can be downloaded from the Google Play Store Market or the Apple App Store when searching by app name 'Lumi AGM'. It is highly recommended that you download the app in advance of the meeting day.

Lumi AGM Mobile – For native app users

- Once you have downloaded the app, you will be asked to enter a nine-digit Meeting ID provided on the day.
- You will then be prompted to enter your username and your password which you will receive in advance.
- You can submit questions via the app by selecting the Q&A button, hit '+', enter your question or comment, then select the envelope button to submit.
- During the meeting, you must ensure you have data connection at all times in order to vote when the Chair commences polling on the resolutions being put to the meeting.

Lumi AGM Mobile – For web users

- From your web browser, please go to <https://web.lumiagm.com>. You will be asked to enter a nine-digit Meeting ID provided on the day.
- You will then be prompted to enter your username and your password which you will receive in advance.
- You can submit questions via the app by selecting the Q&A button, hit '+', enter your question or comment, then select the envelope button to submit.
- During the meeting, you must ensure you have data connection at all times in order to vote when the Chair commences polling on the resolutions being put to the meeting.

Proxy voting arrangements and forms

Deadline 17.00 BST, 31 August 2016.

Under item 5 the AGM will vote on the following resolution from the ALT Central Executive Committee.
RESOLUTION 1. "That the 2016 AGM approves the 2015-2016 annual report and accounts."

Under item 6 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 2016-2017 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 Fiona Harvey, 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 or post the form to Fiona Harvey, 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 Fiona Harvey, 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 2016.

4. I direct Fiona Harvey 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 Fiona Harvey 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: _____